1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES
   A. Public Works Committee - Regular Meeting - Tuesday August 21st, 2018

5. BUDGET TRANSFERS
   A. Budget Transfers -- Public Works - $650,000.00 - Transfer needed for remaining capital spending for enhanced phosphorus removal project & projected spending related to master plan engineering.

6. CONSENT ITEMS
   A. Consent Item -- Champion Energy LLC - Contract Close
   B. Consent Item -- Charles Equipment Energy Systems LLC - Contract Close
   C. Consent Item -- EHC Industries Inc - Contract Close
   D. Consent Item -- Interboro Packaging Corp - Contract Close
   E. Consent Item -- HP Products - Contract Close
   F. Consent Item -- Pro-Temp of Illinois - Contract Close
   G. Consent Item -- DuPage Materials Co. - Contract Close
   H. Consent Item -- WW Grainger - Contract Close
   I. Consent Item -- Ozinga Ready Mix Concrete Inc. - Contract Close
   J. Consent Item -- Plote Construction Inc. - Contract Close
   K. Consent Item -- Univar USA Inc. - Contract Close
L. Consent Item -- Home Depot - Contract Close

M. Consent Item -- Paymentus Corporation - Contract Time Extension Only

N. Consent Item -- Vulcan Construction Materials LLC - Contract Close

O. Consent Item -- Route 66 Asphalt Company - Contract Close

P. Consent Item -- KA Steel Chemicals Inc. - Contract Close

Q. Consent Item -- Evoqua Water Technologies - Contract Close

R. Consent Item -- Buchanan Energy LLC. - Contract Close

7. CLAIMS REPORT

A. Payment of Claims -- Public Works, Drainage, Facilities Management

8. LOW QUOTE

A. 2018-211 Recommendation for the approval of a contract purchase order to Liberty Process Equipment, Inc., for various pump parts for the rebuild of the acid feed pump and secondary feed pump at the Woodridge Greene Valley Wastewater Treatment Facility, for a total contract amount not to exceed $13,754.00, per low quote Q18-180-PW

B. 2018-212 Recommendation for the approval of a contract purchase order to Flow-Technics, Inc., to purchase various Netzch pump parts for the rebuild of the belt press pumps at the Woodridge Greene Valley Wastewater Treatment Facility, for a total contract amount not to exceed $5,424.60, per low quote Q18-181-PW

C. 2018-213 Recommendation for the approval of a contract purchase order to LAI, Ltd., for the purchase of (2) two Haigh pipeliner series 301 cartridge assemblies for the acid feed and the belt thickener at the Woodridge Greene Valley Wastewater Treatment Facility, for a contract total amount not to exceed $14,400.00, per low quote Q18-186-PW

9. BID RENEWAL

A. 2018-214 Recommendation for the approval of a contact purchase order to Airways Systems, Inc., for semi-annual cleaning of the kitchen ducts, hoods, and fans for the Judicial Office Facility, JTK Administration Building, Jail, and Care Center, for Facilities Management, for the period October 12, 2018 through October 11, 2019, for a total contract amount not to exceed $16,451.00, per renewal option under bid #16-178-BF, second option to renew.

10. ACTION ITEMS
A. 2018-210 Recommendation for the approval of a contract purchase order to Azteca Systems, LLC for renewal of software support and maintenance for Cityworks, for Public Works, Drainage, and Stormwater Management, for the period October 1, 2018 through September 30, 2019, for a total contract amount not to exceed $13,820.00 (Public Works share $4,606.67 - Drainage share $4,606.66 - Stormwater Management share $4,606.67), per 55 ILCS 5/5-1022 (d) –IT/Telecom purchases under $35,000.00.

11. OLD BUSINESS

A. DuPage County Demand Response Program Update

12. NEW BUSINESS

13. ADJOURNMENT
1. **CALL TO ORDER**

9:15 AM meeting was called to order by Chair James Healy at 9:15 AM.

2. **ROLL CALL**

   PRESENT: Grant, Healy, Larsen, Noonan
   ABSENT: Gavanes, Grasso

3. **PUBLIC COMMENT**

4. **APPROVAL OF MINUTES**

   A. Public Works Committee - Regular Meeting - Aug 7, 2018 9:15 AM

   | RESULT:  | ACCEPTED [UNANIMOUS] |
   | MOVER:   | Sean T Noonan, Vice Chair |
   | SECONDER:| Robert L Larsen, District 6 |
   | AYES:    | Grant, Healy, Larsen, Noonan |
   | ABSENT:  | Gavanes, Grasso |

5. **BUDGET TRANSFERS**

   The motion was to combine and approve the Budget Transfers as presented.

   | RESULT:  | APPROVED [UNANIMOUS] |
   | MOVER:   | Sean T Noonan, Vice Chair |
   | SECONDER:| Robert L Larsen, District 6 |
   | AYES:    | Grant, Healy, Larsen, Noonan |
   | ABSENT:  | Gavanes, Grasso |

   A. Budget Transfers -- Facilities Management - $30,412 - Transfer is needed for replacement audience seating for courtrooms 4004 and 4012 at the HJH Judicial Office Facility
B. Budget Transfers -- Budget Transfer - Public Works - $24,000.00 - transfer is needed for Woodridge Greene Valley overhead door, generator (CoGen Engine), and Knollwood phone system upgrade

6. CONSENT ITEMS

A. Consent Item -- Knight E/A Inc - Contract Close

RESULT: APPROVED [UNANIMOUS]
MOVER: Robert L Larsen, District 6
SECONDER: Sean T Noonan, Vice Chair
AYES: Grant, Healy, Larsen, Noonan
ABSENT: Gavanes, Grasso

7. CLAIMS REPORT

A. Payment of Claims -- Public Works, Drainage, Facilities Management

The motion was to combine and approve the Claims Report as presented.

RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, Vice Chair
SECONDER: Robert L Larsen, District 6
AYES: Grant, Healy, Larsen, Noonan
ABSENT: Gavanes, Grasso

8. JOINT PURCHASING AGREEMENT

A. FM-P-0230-18 Recommendation for the approval of a contract purchase order to e.Norman Security Systems, Inc., for the card access system update for the Jail, for Facilities Management, for the period through November 30, 2018, for a total contract amount not to exceed $41,544.12. Contract pursuant to the Governmental Joint Purchasing Act - GSA Contract: GS-07F-0450K

RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, Vice Chair
SECONDER: Robert L Larsen, District 6
AYES: Grant, Healy, Larsen, Noonan
ABSENT: Gavanes, Grasso
B. FM-P-0231-18 Recommendation for the approval of a contract purchase order to Krueger International, Inc. (KI), to furnish and deliver replacement audience seating for courtrooms 4004 and 4012, for the HJH Judicial Office Facility, for Facilities Management, for the period through November 30, 2018, for a total contract amount not to exceed $36,798.00. Contract pursuant to the Intergovernmental Cooperation Act - Sourcewell (formerly NJPA) NJPA Contract #031715-KII

RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, Vice Chair
SECONDER: Amy L Grant, District 4
AYES: Grant, Healy, Larsen, Noonan
ABSENT: Gavanes, Grasso

9. LOW QUOTE

A. 2018-201 Recommendation for the approval of a contract purchase order to Xylem Water Solutions, for the purchase of a submersible mechanical jet aerator, for Public Works, for a total contract amount not to exceed $20,361.00, per low quote Q18-173-GV

RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, Vice Chair
SECONDER: Robert L Larsen, District 6
AYES: Grant, Healy, Larsen, Noonan
ABSENT: Gavanes, Grasso

10. BID AWARD

A. PW-P-0232-18 Recommendation for the approval of a contract purchase order to Amston Supply, Inc., for the purchase of a tank trailer for waste and sludge transport at the Knollwood and Woodridge Greene Valley Treatment Facilities, for a total contract amount not to exceed $75,969.00, per lowest responsible bid #18-113-LG

RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, Vice Chair
SECONDER: Robert L Larsen, District 6
AYES: Grant, Healy, Larsen, Noonan
ABSENT: Gavanes, Grasso

11. ACTION ITEMS
A. FM-P-0228-18 Recommendation for the approval of contract purchase order to Wheaton Sanitary District, for sanitary sewer utility services, for the County campus, for Facilities Management, for the period October 1, 2018 through September 30, 2019, for a total contract not to exceed $464,000.00 (Facilities Management portion is $355,000.00 and the DuPage Care Center's portion is $109,000.00).

RESULT: APPROVED [UNANIMOUS]
MOVER: Robert L Larsen, District 6
SECONDER: Sean T Noonan, Vice Chair
AYES: Grant, Healy, Larsen, Noonan
ABSENT: Gavanes, Grasso

B. FM-P-0229-18 Recommendation for the approval of a contract purchase order to the City of Wheaton, for water utility services for the County campus, for Facilities Management, for the period October 1, 2018 through September 30, 2019, for a total contract amount not to exceed $657,000. Per 55 ILCS 5/5-1022 “Competitive Bids” (c) Not suitable for competitive bids – Public Utility (Facilities Management portion is $530,000 and the DuPage Care Center’s portion is $127,000).

RESULT: APPROVED [UNANIMOUS]
MOVER: Robert L Larsen, District 6
SECONDER: Sean T Noonan, Vice Chair
AYES: Grant, Healy, Larsen, Noonan
ABSENT: Gavanes, Grasso

C. 2018-202 Recommendation for the approval of a contract purchase order to the Village of Winfield, for sanitary sewer utility services for Building #2, Standby Power Facility and the Children’s Advocacy Neutral Exchange Center, for Facilities Management, for the period October 1, 2018 through September 30, 2019, for a total contract amount not to exceed $12,000.00. Per 55 ILCS 5/5-1022 “Competitive Bids” (c) Not suitable for competitive bids – Public Utility

RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, Vice Chair
SECONDER: Robert L Larsen, District 6
AYES: Grant, Healy, Larsen, Noonan
ABSENT: Gavanes, Grasso

12. DISCUSSION

A. Family Shelter Service - 3K Walk Event
Family Shelter Services has requested to use the campus for a 3K Walk in late September. There were no concerns expressed by involved Departments. Public Works Committee unanimously concurred to allow the Family Shelter Services to use the County Campus.

13. OLD BUSINESS

14. NEW BUSINESS

15. ADJOURNMENT
Member Grant leaves at 9:27 AM
The meeting was adjourned at 9:27 AM, due to lack of quorum.
DuPage County, Illinois
BUDGET ADJUSTMENT
Effective June 20, 2016

From: 2000

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<th>Account</th>
<th>Title</th>
<th>Amount</th>
<th>Prior to Transfer</th>
<th>After Transfer</th>
<th>Date of Balance</th>
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To: 2000

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<td>$650,000.00</td>
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</table>

Reason for Request:
Transfer needed for remaining capital spending for enhanced phosphorus removal project & projected spending related to master plan engineering.

Department Head
Date 8/28/18

Chief Financial Officer
Date 8/22/18

Finance Department Use Only

**Please sign in blue ink on the original form**

Finance Year: 2018
Budget Journal #: Acctg Period:  
Entered By/Date: Released By/Date: Posted By/Date:
Request for Change Order
Procurement Services Division

Attach copies of all prior Change Orders

Date: Aug 9, 2018

Purchase Order #: 1696-1 serv
Original Purchase Order Date: Apr 1, 2016
Change Order #: 1

Vendor Name: Champion Energy LLC
Vendor #: 14185
Department: Facilities Management
Dept Contact: Katie Bofia

Background and/or Reason for Change Order Request:
Change order to decrease line 1 $747,634.39, line 2 $150,566.37, line 3 $54,734.56, line 4 $29,953.24, line 5 $5,478.82, line 6 $37,627.93, line 7 $220,002.59, line 8 $16,103.55 and close contract.

IN ACCORDANCE WITH 720 ILCS 5/33E-9

☐ (A) Were not reasonably foreseeable at the time the contract was signed.
☐ (B) The change is germane to the original contract as signed.
☐ (C) Is in the best interest of the County of DuPage and authorized by law.

<table>
<thead>
<tr>
<th>INCREASE/DECREASE</th>
<th></th>
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</thead>
</table>
A. Starting contract value | $7,872,786.93 |
B. Net $ change for previous Change Orders | $0.00 |
C. Current contract amount (A + B) | $7,872,786.93 |
D. Amount of this Change Order | Decrease |
   | (A) |
E. New contract amount (C + D) | $6,660,685.48 |
F. Percent of current contract value this Change Order represents (D / C) | 15.40% |
G. Cumulative percent of all Change Orders (B+C)/A; (60% maximum on construction contracts) | 15.40% |

DECISION MEMO NOT REQUIRED

☐ Cancel entire order
☐ Close Contract
☐ Contract Extension (90 days)
☐ Consent Only

☐ Change budget code from:
☐ to:

☐ Increase/Decrease quantity from:
☐ to:

☐ Price shows:
☐ should be:

☐ Decrease remaining encumbrance and close contract
☐ Increase encumbrance and close contract
☐ Decrease encumbrance
☐ Increase encumbrance

DECISION MEMO REQUIRED

☐ Increase (greater than 29 days) contract expiration from:
☐ to:

☐ Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
☐ Funding Source

☐ OTHER - explain below:

KB 5695 Aug 9, 2018
Prepared By (Initials) Phone Ext Date

Recommended for Approval (Initials) Phone Ext Date

REVIEWED BY (Initials Only)

Buyer
Date

Procurement Officer
Date

Chief Financial Officer
Date
(Decision Memos Over $25,000)

Chairman’s Office
Date
(Decision Memos Over $25,000)

18 AUG 14 2:14 PM
CONSENT AGENDA
FINANCE RECEIVED
9-11-18

FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER
# Request for Change Order

**Procurement Services Division**

Attach copies of all prior Change Orders

---

**Purchase Order #: 2614-1 SERV**

**Original Purchase Order Date:** Jul 15, 2017

**Change Order #: 3**

**Department:** Facilities Management

**Vendor Name:** Charles Equipment Energy Systems LLC

**Vendor #: 11366**

**Dept Contact:** Katie Boffa

---

**IN ACCORDANCE WITH 720 ILCS 5/33E-9**

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

---

### INCREASE/DECREASE

<table>
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<th>Description</th>
<th>Amount</th>
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<tr>
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<tr>
<td>B Net $ change for previous Change Orders</td>
<td>$0.00</td>
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<tr>
<td>C Current contract amount ($A + $B)</td>
<td>$76,800.00</td>
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<tr>
<td>D Amount of this Change Order</td>
<td>($39,020.45)</td>
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<tr>
<td>E New contract amount ($C + $D)</td>
<td>$37,779.55</td>
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<tr>
<td>F Percent of current contract value this Change Order represents ($D / $C)</td>
<td>-50.81%</td>
</tr>
<tr>
<td>G Cumulative percent of all Change Orders ($B + $A); (60% maximum on construction contracts)</td>
<td>-50.81%</td>
</tr>
</tbody>
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---

### DECISION MEMO NOT REQUIRED

- [ ] Cancel entire order
- [ ] Close Contract
- [ ] Contract Extension (29 days)
- [x] Consent Only
- [ ] Change budget code from: _______ to: _______
- [ ] Increase/Decrease quantity from: _______ to: _______
- [ ] Price shows: _______ should be: _______
- [x] Decrease remaining encumbrance and close contract

---

### DECISION MEMO REQUIRED

- [ ] Increase (greater than 29 days) contract expiration from: _______ to: _______
- [ ] Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
- [ ] Funding Source
- [ ] OTHER - explain below:

---

**KB: 5695**

Aug 9, 2018

Recommended for Approval (Initials): _______

Reviewed By (Initials Only):

**Buyer:** 8/16/18

Procurement Officer: 8/17/18

Chief Financial Officer (Decision Memos Over $25,000): Date

Chairman's Office (Decision Memos Over $25,000): Date

---

**REVIEWED BY (Initials Only)**

---

**CONSENT AGENDA**

---

FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER
### Request for Change Order

**Procurement Services Division**

**Attach copies of all prior Change Orders**

<table>
<thead>
<tr>
<th>Purchase Order #:</th>
<th>2679-1 SERV</th>
<th>Original Purchase Order Date:</th>
<th>Jun 13, 2017</th>
<th>Change Order #:</th>
<th>1</th>
<th>Department: Facilities Management</th>
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<tr>
<td>Vendor Name:</td>
<td>EHC Industries Inc</td>
<td>Vendor #:</td>
<td>26738</td>
<td>Dept Contact:</td>
<td>Katie Boffa</td>
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**Background and/or Reason for Change Order Request:**

- Change order to decrease line 1 $50,000.00 and close contract.

**IN ACCORDANCE WITH 720 ILCS 5/33E-9**

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

### INCREASE/DECREASE

| A | Starting contract value | $50,000.00 |
| B | Net $ change for previous Change Orders | $0.00 |
| C | Current contract amount (A + B) | $50,000.00 |
| D | Amount of this Change Order | Decrease | (50,000.00) |
| E | New contract amount (C + D) | $0.00 |
| F | Percent of current contract value this Change Order represents (D / C) | -100.00% |
| G | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) | -100.00% |

### DECISION MEMO NOT REQUIRED

- [ ] Cancel entire order
- [ ] Close Contract
- [ ] Contract Extension (29 days)
- [X] Consent Only

- [ ] Change budget code from: ____________________________ to: ____________________________
- [ ] Increase/Decrease quantity from: ____________________________ to: ____________________________
- [ ] Price shows: ____________________________ should be: ____________________________
- [X] Decrease remaining encumbrance and close contract

### DECISION MEMO REQUIRED

- [ ] Increase (greater than 29 days) contract expiration from: ____________________________ to: ____________________________
- [ ] Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
- [ ] Funding Source: ____________________________
- [ ] OTHER - explain below:

---

KB Prep: S. C. Date: Aug 10, 2018

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<th>Aug 10, 2018</th>
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<th>Date: 8-14-18</th>
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<td>5695</td>
<td>Aug 10, 2018</td>
<td>Date</td>
<td>8-14-18</td>
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</table>

### REVIEWED BY (Initials Only)

- Buyer: ____________________________ Date: 8-17-18
- Procurement Officer: ____________________________ Date: 8-17-18

Chief Financial Officer (Decision Memos Over $25,000): ____________________________ Date: 8-17-18

Chairman's Office (Decision Memos Over $25,000): ____________________________ Date: 8-17-18

---

CONSENT AGENDA

- 9-11-18

Packet Pg. 12
### Request for Change Order

**Procurement Services Division**

*Attach copies of all prior Change Orders*

**Purchase Order #:** 2563-1 SERV  
**Original Purchase Order Date:** May 17, 2017  
**Change Order #:** 2  
**Department:** Facilities Management

**Vendor Name:** Interboro Packaging Corporation  
**Vendor #:** 11379  
**Dept Contact:** Katie Boffa

**Background and/or Reason for Change Order Request:**

- Change order to decrease line 1 $20,638.26 and close contract.

**IN ACCORDANCE WITH 720 ILCS 5/33E-9**

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

### INCREASE/DECREASE

| A | Starting contract value | $42,223.20 |
| B | Net $ change for previous Change Orders | $0.00 |
| C | Current contract amount (A + B) | $42,223.20 |
| D | Amount of this Change Order | Decrease | $(20,638.26) |
| E | New contract amount (C + D) | $21,584.94 |
| F | Percent of current contract value this Change Order represents (D / C) | -48.88% |
| G | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) | -48.88% |

### DECISION MEMO NOT REQUIRED

- Cancel entire order  
- Close Contract  
- Contract Extension (29 days)  
- Consent Only

### DECISION MEMO REQUIRED

- Increase (greater than 29 days) contract expiration from:  
- Increase ≥ $2,500.00, or ≥ 10%, of current contract amount  
- Other - explain below:

**KB**  
**5695**  
**Aug 10, 2018**  
**Recommended for Approval (Initials)**  
**Phone Ext**  
**Date**  
**Funding Source**  
**Recommended for Approval (Initials)**

**REVIEWED BY (Initials Only)**

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<th>Chief Financial Officer (Decision Memos Over $25,000)</th>
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**CONSENT AGENDA**

- 9-11-18

Packet Pg. 13

*Attachment: Interboro Packaging - CO (17-18-877 : FM-Interboro Packaging Corp.)*
# Request for Change Order

**Procurement Services Division**

Attach copies of all prior Change Orders

---

**Purchase Order #:** 2374-1 SERV  
**Original Purchase Order Date:** Feb 15, 2017  
**Change Order #:** 1  
**Department:** Facilities Management  
**Vendor Name:** HP Products Corporation A Ferguson Enterprise  
**Vendor #:** 12415  
**Dept Contact:** Katie Boffa

**Background and/or Reason for Change Order Request:**

- Change order to decrease line 1 $2,358.53, line 2 $49,728.95 and close contract.

---

**IN ACCORDANCE WITH 720 ILCS 5/33E-9**

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest of the County of DuPage and authorized by law.

---

**INCREASE/DECREASE**

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<td>A</td>
<td>Starting contract value</td>
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<tr>
<td>B</td>
<td>Net $ change for previous Change Orders</td>
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<tr>
<td>C</td>
<td>Current contract amount (A + B)</td>
<td>$95,000.00</td>
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<td>D</td>
<td>Amount of this Change Order</td>
<td>Decrease ($52,078.48)</td>
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<td>E</td>
<td>New contract amount (C + D)</td>
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<td>G</td>
<td>Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
<td>-54.83%</td>
</tr>
</tbody>
</table>

---

**DECISION MEMO NOT REQUIRED**

- [ ] Cancel entire order
- [ ] Close Contract  
- [ ] Consent Only
- [ ] Contract Extension (29 days)
- [ ] Decrease remaining encumbrance and close contract

**DECISION MEMO REQUIRED**

- [ ] Increase (greater than 29 days) contract expiration from:  
- [ ] Increase encumbrance and close contract  
- [ ] Decrease encumbrance  
- [ ] Funding Source

---

**KB: 5695**  
Prepared By (Initials):  
Phone Ext:  
Date: Aug 10, 2018  
Recommended for Approval (Initials):  
Phone Ext:  
Date:  

---

**REVIEWED BY (Initials Only)**

**Buyer:**  
Date:  
Procurement Officer:  
Date:  

**Chief Financial Officer**  
(Decision Memos Over $25,000)  
Date:  
Chairman's Office  
(Decision Memos Over $25,000)  
Date:  

---

**CONSENT AGENDA**

- [ ] 9-11-18  
- [ ] 8-17-18  
- [ ] 8-17-18  

---

**FINANCE RECEIVED**

18 Aug 14 PM 2:40

---

FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER
Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Aug 9, 2018

MinuteTraq (IQM2) ID #: 13254

Purchase Order #: 2102-1 SERV
Original Purchase Order Date: Oct 26, 2016
Change Order #: 4

Vendor Name: Pro-Temp of Illinois
Vendor #: 25157

Department: Facilities Management
Dept Contact: Katie Boffa

Background and/or Reason for Change Order Request:
Change order to decrease line 1 $25,738.00 and close contract.

IN ACCORDANCE WITH 720 ILCS 5/33E-9

☐ (A) Were not reasonably foreseeable at the time the contract was signed.
☐ (B) The change is germane to the original contract as signed.
☐ (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Starting contract value</td>
</tr>
<tr>
<td>B</td>
<td>Net % change for previous Change Orders</td>
</tr>
<tr>
<td>C</td>
<td>Current contract amount (A + B)</td>
</tr>
<tr>
<td>D</td>
<td>Amount of this Change Order</td>
</tr>
<tr>
<td>E</td>
<td>New contract amount (C + D)</td>
</tr>
<tr>
<td>F</td>
<td>Percent of current contract value this Change Order represents (D / C)</td>
</tr>
<tr>
<td>G</td>
<td>Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
</tr>
</tbody>
</table>

DECISION MEMO NOT REQUIRED

☐ Cancel entire order
☐ Change budget code from: ____________________________ to: ____________________________
☐ Increase/Decrease quantity from: ____________________________ to: ____________________________
☐ Price shows: ____________________________ should be:
☐ Decrease remaining encumbrance and close contract
☐ Increase encumbrance and close contract
☐ Decrease encumbrance
☐ Increase encumbrance

DECISION MEMO REQUIRED

☐ Increase (greater than 29 days) contract expiration from: ____________________________ to: ____________________________
☐ Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
☐ Funding Source: ____________________________
☐ OTHER - explain below:

Prepared By (Initials): 5695 Phone Ext: Aug 9, 2018 Recommended for Approval (Initials): 6816 Phone Ext: 8-19-18 Date: 8-17-18

REVIEWED BY (Initials Only)

Buyer: 8-17-18 Procurement Officer: 8-17-18

Chief Financial Officer
(Decision Memos Over $25,000)

18 AUG 14 PM 2:14

CONSENT AGENDA 9-11-18

Packet Pg. 15

FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER
# Request for Change Order

**Procurement Services Division**  
Attach copies of all prior Change Orders

<table>
<thead>
<tr>
<th>Purchase Order #: 24425ERV</th>
<th>Original Purchase Order Date: Apr 1, 2017</th>
<th>Change Order #: 3</th>
<th>Department: Public Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name: DuPage Materials Co</td>
<td>Vendor #: 10921</td>
<td>Dept Contact: Amy Arlowe</td>
<td></td>
</tr>
</tbody>
</table>

**Background and/or Reason for Change Order Request:**  
Decrease and close contract.

**IN ACCORDANCE WITH 720 ILCS 5/33E-9**

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

<table>
<thead>
<tr>
<th>INCREASE/DECREASE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A Starting contract value</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>B Net $ change for previous Change Orders</td>
<td></td>
</tr>
<tr>
<td>C Current contract amount (A + B)</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>D Amount of this Change Order</td>
<td></td>
</tr>
<tr>
<td>□ Increase</td>
<td></td>
</tr>
<tr>
<td>□ Decrease</td>
<td>($15,918.42)</td>
</tr>
<tr>
<td>E New contract amount (C + D)</td>
<td>$4,081.58</td>
</tr>
<tr>
<td>F Percent of current contract value this Change Order represents (D / C)</td>
<td>-79.59%</td>
</tr>
<tr>
<td>G Cumulative percent of all Change Orders (B+D/A): (60% maximum on construction contracts)</td>
<td>-79.59%</td>
</tr>
</tbody>
</table>

**DECISION MEMO NOT REQUIRED**

- □ Cancel entire order
- □ Close Contract
- □ Contract Extension (29 days)
- □ Consent Only
- □ Change budget code from:  
  to:  
- □ Increase/Decrease quantity from:  
  to:  
- □ Price shows:  
  should be:  
- □ Decrease remaining encumbrance and close contract
- □ Increase encumbrance and close contract
- □ Decrease encumbrance
- □ Increase encumbrance

**DECISION MEMO REQUIRED**

- □ Increase (greater than 29 days) contract expiration from:  
  to:  
- □ Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
- □ Funding Source  

**OTHER – explain below:**


---

**Prepared By (Initials):** N6816  
**Phone Ext:** 8-16-18  
**Date:** 8-16-18  
**Recommended for Approval (Initials):** N6816  
**Phone Ext:** 8-16-18  
**Date:** 8-16-18

**REVIEWED BY (Initials Only):**  
**Date:** 8/17/18  
**Procurement Officer:**  
**Date:** 8-17-18  

**Chief Financial Officer**  
(Decision Memos Over $25,000)  
**Date:**  
**Chairman's Office**  
(Decision Memos Over $25,000)  
**Date:**

---

**CONSENT AGENDA**  
**SEP 11 2018**  
**Packet Pg. 16**
Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

<table>
<thead>
<tr>
<th>Purchase Order #: 776SERV</th>
<th>Original Purchase Order Date: Jan 13, 2015</th>
<th>Change Order #: 5</th>
<th>Department: Public Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name: WW Grainger Inc</td>
<td>Vendor #: 10157</td>
<td></td>
<td>Dept Contact: Amy Arlowe</td>
</tr>
</tbody>
</table>

Background and/or Reason for Change Order Request: Decrease and close contract.

IN ACCORDANCE WITH 720 ILCS 5/33E-9

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

### INCREASE/DECREASE

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting contract value</td>
<td>$188,000.00</td>
</tr>
<tr>
<td>Net $ change for previous Change Orders</td>
<td></td>
</tr>
<tr>
<td>Current contract amount (A + B)</td>
<td>$186,000.00</td>
</tr>
<tr>
<td>Amount of this Change Order</td>
<td>($87,688.43)</td>
</tr>
<tr>
<td>New contract amount (C + D)</td>
<td>$100,311.57</td>
</tr>
<tr>
<td>Percent of current contract value this Change Order represents (D / C)</td>
<td>-46.64%</td>
</tr>
<tr>
<td>Cumulative percent of all Change Orders (II+D/A); (60% maximum on construction contracts)</td>
<td>-46.64%</td>
</tr>
</tbody>
</table>

**DECISION MEMO NOT REQUIRED**

- [ ] Cancel entire order
- [ ] Change budget code from:                                  to:                                
- [ ] Increase/Decrease quantity from:                            to:                                
- [ ] Price shows:                                                should be:                          
- [ ] Decrease remaining encumbrance and close contract
- [ ] Increase encumbrance and close contract
- [ ] Decrease encumbrance
- [ ] Increase encumbrance

**DECISION MEMO REQUIRED**

- [ ] Increase (greater than 29 days) contract expiration from:     to:                                
- [ ] Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
- [ ] Funding Source:                                              
- [ ] OTHER - explain below:                                      

Prepared By (Initials): [Signature]  Phone Ext: 8-16-18  Date: 8-16-18  Recommended for Approval (Initials): [Signature]  Phone Ext: 8-16-18  Date: 8-16-18

REVIEWED BY (Initials Only): [Signature]  Date: 8-17-18  Procurement Officer: [Signature]  Date: 12-18-18

Buyer: [Signature]  Date: 8-17-18  Chairman's Office: [Signature]  Date: 2-38

Chief Financial Officer (Decision Memos Over $25,000): [Signature]  Date: 8-17-18  (Decision Memos Over $25,000): [Signature]  Date: 2-38

Attachment: Grainger - CO (17-18-881 : PW WW Grainger)
## Request for Change Order

**Procurement Services Division**  
Attach copies of all prior Change Orders

<table>
<thead>
<tr>
<th>Purchase Order #: 2461SERV</th>
<th>Original Purchase Order Date: Apr 1, 2017</th>
<th>Change Order #: 4</th>
<th>Department: Public Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name: Ozinga Ready Mix Concrete Inc</td>
<td>Vendor #: 13068</td>
<td>Dept Contact: Amy Ariowe</td>
<td></td>
</tr>
</tbody>
</table>

### Background and/or Reason for Change Order Request:
- Decrease and close contract.

### IN ACCORDANCE WITH 720 ILCS 5/33E-9
- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

### INCREASE/DECREASE

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Starting contract value</td>
</tr>
<tr>
<td>B</td>
<td>Net $ change for previous Change Orders</td>
</tr>
<tr>
<td>C</td>
<td>Current contract amount (A + B)</td>
</tr>
<tr>
<td>D</td>
<td>Amount of this Change Order</td>
</tr>
<tr>
<td>E</td>
<td>New contract amount (C + D)</td>
</tr>
<tr>
<td>F</td>
<td>Percent of current contract value this Change Order represents (D / C)</td>
</tr>
<tr>
<td>G</td>
<td>Cumulative percent of all Change Orders (B+D/A; (60% maximum on construction contracts)</td>
</tr>
</tbody>
</table>

### DECISION MEMO NOT REQUIRED

- [ ] Cancel entire order
- [ ] Change budget code from: to:
- Increase/Decrease quantity from: to:
- Price shows: should be:
- [ ] Decrease remaining encumbrance and close contract
- [ ] Increase encumbrance and close contract
- [ ] Decrease encumbrance
- [ ] Increase encumbrance

### DECISION MEMO REQUIRED

- [ ] Increase (greater than 29 days) contract expiration from: to:
- Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
- [ ] Funding Source
- [ ] OTHER - explain below:

---

**Prepared By (Initials):**  
Phone Ext: 8-16-18  
Recommended for Approval (Initials):  
Phone Ext: 8-16-18  
Date: 8-16-18

**REVIEWED BY (Initials Only):**

- **Buyer:** Date: 8/17/18  
Procurement Officer

- **Chief Financial Officer:** Date:  
(Decision Memos Over $25,000)

- **Chairman’s Office:** Date:  
(Decision Memos Over $25,000)
**Request for Change Order**

**Procurement Services Division**

Attach copies of all prior Change Orders

---

**Purchase Order #: 2444SERV**

**Vendor Name:** Plote Construction Inc

**Vendor #: 11199**

**Dept Contact:** Amy Arlowe

**Change Order #: 1**

**Department:** Public Works

---

**Date:** Aug 15, 2018

**MinuteTraq (IQM2) ID #: 13294**

---

**Background and/or Reason for Change Order Request:**

Decrease and close contract.

---

**IN ACCORDANCE WITH 720 ILCS 5/33E-9**

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

---

**INCREASE/DECREASE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Starting contract value</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>B Net $ change for previous Change Orders</td>
<td></td>
</tr>
<tr>
<td>C Current contract amount (A + B)</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>D Amount of this Change Order</td>
<td></td>
</tr>
<tr>
<td>E New contract amount (C + D)</td>
<td>$0.00</td>
</tr>
<tr>
<td>F Percent of current contract value this Change Order represents (D / C)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>G Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
<td>-100.00%</td>
</tr>
</tbody>
</table>

---

**DECISION MEMO NOT REQUIRED**

- [ ] Cancel entire order
- [ ] Change budget code from: ____________ to: ____________
- [ ] Increase/Decrease quantity from: ____________ to: ____________
- [ ] Price shows: ____________ should be: ____________
- [ ] Decrease remaining encumbrance and close contract

---

**DECISION MEMO REQUIRED**

- [ ] Increase (greater than 29 days) contract expiration from: ____________ to: ____________
- [ ] Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
- [ ] Funding Source: ____________
- [ ] OTHER - explain below: ____________

---

**Prepared By (Initials):** ____________

**Phone Ext:** 681B

**Date:** ____________

**Recommended for Approval (Initials):** ____________

**Phone Ext:** 681B

**Date:** ____________

**REVIEWED BY (Initials Only):**

**Buyer:** ____________

**Date:** ____________

**Procurement Officer:** ____________

**Date:** ____________

**Chief Financial Officer**

(Decision Memos Over $25,000)

**Date:** ____________

Chairman's Office

(Decision Memos Over $25,000)

**Date:** ____________

---

**CONSENT AGENDA**

**SEP 11 2018**

---

**Packet Pg. 19**
## Request for Change Order

**Procurement Services Division**

**Attach copies of all prior Change Orders**

<table>
<thead>
<tr>
<th>Purchase Order #: 2306SERV</th>
<th>Original Purchase Order Date: Apr 1, 2017</th>
<th>Change Order #: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name: Univar USA Inc</td>
<td>Vendor #: 12464</td>
<td>Dept Contact: Amy Arlowe</td>
</tr>
</tbody>
</table>

**Background and/or Reason for Change Order Request:**

Decrease and close contract.

---

**IN ACCORDANCE WITH 720 ILCS 5/33E-9**

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

<table>
<thead>
<tr>
<th>INCREASE/DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting contract value</td>
</tr>
<tr>
<td>Net $ change for previous Change Orders</td>
</tr>
<tr>
<td>Current contract amount (A + B)</td>
</tr>
<tr>
<td>Amount of this Change Order</td>
</tr>
<tr>
<td>New contract amount (C + D)</td>
</tr>
<tr>
<td>Percent of current contract value this Change Order represents (D / C)</td>
</tr>
<tr>
<td>Cumulative percent of all Change Orders (B+D/A): (60% maximum on construction contracts)</td>
</tr>
</tbody>
</table>

### DECISION MEMO NOT REQUIRED

- [ ] Cancel entire order
- [ ] Close Contract
- [ ] Contract Extension (29 days)
- [ ] Consent Only
- [ ] Change budget code from: _______________ to: _______________
- [ ] Increase/Decrease quantity from: _______________ to: _______________
- [ ] Price shows: _______________ should be: _______________
- [ ] Decrease remaining encumbrance and close contract
- [ ] Increase encumbrance and close contract
- [ ] Decrease encumbrance
- [ ] Increase encumbrance

### DECISION MEMO REQUIRED

- [ ] Increase (greater than 29 days) contract expiration from: _______________ to: _______________
- [ ] Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
- [ ] Funding Source _______________
- [ ] OTHER - explain below:

---

**Prepared By (Initials):** _______________  **Phone Ext:** _______________  **Date:** _______________

**Recommended for Approval (Initials):** _______________  **Phone Ext:** _______________  **Date:** _______________

**Buyer:** _______________  **Date:** _______________  **Procurement Officer:** _______________  **Date:** _______________

**Chief Financial Officer (Decision Memos Over $25,000):** _______________  **Date:** _______________

**Chairman's Office (Decision Memos Over $25,000):** _______________  **Date:** _______________

---

**Attachment:** Univar 2306 - CO (17-18-884 : PW Univar USA Inc)

---

**CONSENT AGENDA**

SEP 1, 2018
### Request for Change Order

**Procurement Services Division**

Attach copies of all prior Change Orders

<table>
<thead>
<tr>
<th>Purchase Order #: 2293SERV</th>
<th>Original Purchase Order Date: Jan 10, 2017</th>
<th>Change Order #: 2</th>
<th>Department: Public Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name: Home Depot</td>
<td>Vendor #: 11219</td>
<td></td>
<td>Dept Contact: Amy Arlowe</td>
</tr>
</tbody>
</table>

**Background and/or Reason for Change Order Request:**
Decrease and close contract.

**IN ACCORDANCE WITH 720 ILCS 5/33E-9**

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

#### INCREASE/DECREASE

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Starting contract value</td>
<td>$35,000.00</td>
</tr>
<tr>
<td>B Net $ change for previous Change Orders</td>
<td></td>
</tr>
<tr>
<td>C Current contract amount (A + B)</td>
<td>$35,000.00</td>
</tr>
<tr>
<td>D Amount of this Change Order</td>
<td></td>
</tr>
<tr>
<td>- Increase</td>
<td></td>
</tr>
<tr>
<td>- Decrease</td>
<td>($30,979.24)</td>
</tr>
<tr>
<td>E New contract amount (C + D)</td>
<td>$4,020.76</td>
</tr>
<tr>
<td>F Percent of current contract value this Change Order represents (D / C)</td>
<td>-88.51%</td>
</tr>
<tr>
<td>G Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
<td>-88.51%</td>
</tr>
</tbody>
</table>

#### DECISION MEMO NOT REQUIRED

- [ ] Cancel entire order
- [ ] Close Contract
- [ ] Contract Extension (29 days)
- [ ] Consent Only
- [ ] Change budget code from: ____________________________ to: ____________________________
- [ ] Increase/Decrease quantity from: ____________________ to: _________________________
- [ ] Price shows: ____________________________ should be: ____________________________
- [ ] Decrease remaining encumbrance and close contract
- [ ] Increase encumbrance and close contract
- [ ] Decrease encumbrance
- [ ] Increase encumbrance

#### DECISION MEMO REQUIRED

- [ ] Increase (greater than 29 days) contract expiration from: ________________ to: ________________
- [ ] Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
- [ ] Funding Source: ____________________________
- [ ] OTHER - explain below: ____________________________

- [ ] Mark
- Mark

**Prepared By (Initials):** x6818 Phone Ext: 8-16-18 Date: 8/16/18

**Recommended for Approval (Initials):** x6818 Phone Ext: 8-16-18 Date: 8/16/18

**REVIEWED BY (Initials Only):**
- [ ] Mark

**Date:** 8/17/18

**Procurement Officer:**
- [ ] Mark

**Date:** 8/17/18

**Chief Financial Officer (Decision Memos Over $25,000):**
- [ ] Mark

**Date:** Chairman's Office (Decision Memos Over $25,000)
- [ ] Mark

**Date:**

---

Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

<table>
<thead>
<tr>
<th>Purchase Order #: 312SERV</th>
<th>Original Purchase Order Date: Oct 14, 2014</th>
<th>Change Order #: 2</th>
<th>Department: Public Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name: Paymentus Corporation</td>
<td>Vendor #: 20894</td>
<td>Dept Contact: Amy Arlowe</td>
<td></td>
</tr>
<tr>
<td>Background and/or Reason for Change Order Request:</td>
<td>Extend contract to 6/14/19. No change in contract total.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IN ACCORDANCE WITH 720 ILCS 5/33E-9

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

**INCREASE/DECREASE**

<table>
<thead>
<tr>
<th>A</th>
<th>Starting contract value</th>
<th>$118,346.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Net $ change for previous Change Orders</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Current contract amount (A + B)</td>
<td>$118,346.00</td>
</tr>
<tr>
<td>D</td>
<td>Amount of this Change Order</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Increase</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Decrease</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>New contract amount (C + D)</td>
<td>$118,346.00</td>
</tr>
<tr>
<td>F</td>
<td>Percent of current contract value this Change Order represents (D / C)</td>
<td>0.00%</td>
</tr>
<tr>
<td>G</td>
<td>Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

**DECISION MEMO NOT REQUIRED**

- ☐ Cancel entire order
- ☐ Close Contract
- ☐ Contract Extension (29 days)
- ☐ Consent Only

**DECISION MEMO REQUIRED**

- ☒ Increase (greater than 29 days) contract expiration from: Oct 14, 2018 to: Jun 14, 2019
- ☐ Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
- ☐ Funding Source
- ☐ OTHER - explain below:

Prepared By (Initials) | Phone Ext | Date | Recommended for Approval (Initials) | Phone Ext | Date
---|---|---|---|---|---|

Reviewed By (Initials Only)

Buyer: Date (Decision Memos Over $25,000) | Procurement Officer: Date (Decision Memos Over $25,000) | Chairman’s Office: Date (Decision Memos Over $25,000) | Date
---|---|---|---|---|---|---|---|---|

CONSENT AGENDA

Packet Pg. 22
Decision Memo

Procurement Services Division

This form is required for all Professional Service Contracts over $25,000 and as otherwise required by the Procurement Review Checklist.

Date: Aug 21, 2018
MinuteTraq (IQM2) ID #: 13342
Department Requisition #: ______________

Requesting Department: Public Works
Department Contact: Sean Reese

Contact Email: Stanley.Spera@dupageco.org
Contact Phone: 630-985-7400

Vendor Name: Vendor #: __________________________

Action Requested
Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Approve a contract time extension with Paymentus Corporation until June 14, 2019

Summary Explanation/Background
Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

Paymentus Corporation was retained to provide Electronic Bill Presentment and Payment (EBPP) services to our water and sewer customers. Paymentus allows customers to make payments online, over the phone and on mobile devices with credit cards, debit cards, ACH and E-check transactions and are provided instant access to their bills. The current contract was signed in January 0f 2015 with a contract term of four (4) years, however, within the Paymentus contract the 4-year term started with the Launch Date of the Service (Section 9.1 of the Master Services Agreement) which was June 16, 2015. The launch date is the date on which the service was launched to the County water/sewer customers.

Strategic Impact
Select one of the five strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

This time extension is needed due to contractual language

Source Selection/Vetting Information
Describe method used to select source.

Paymentus Corporation was selected with the assistance of the Procurement Division and the States Attorneys Department as the best proposal that met our Department’s needs.

Recommendations/Alternatives
Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

Staff recommends approving the time extension with Paymentus Corporation due to contractual language.

Fiscal Impact/Cost Summary
Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

No fiscal impact. This is a time extension only.
Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County’s Contractual Obligation.

BID/Contract/PO #: ____________________________  Date: ____________________________

Company Name: Paymentus Corporation  Company Contact: Mark Solan
Contact Phone: (980) 272-3788  Contact Email: msolan@paymentus.com

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, “contractor or vendor” includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

X NONE (check here) - If no contributions have been made

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
</table>

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract bid and shall update such disclosure with any changes that may occur.

X NONE (check here) - If no contacts have been made

<table>
<thead>
<tr>
<th>Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows: If information changes, within five (5) days of change, or prior to county action, whichever is sooner 30 days prior to the optional renewal of any contract Annual disclosure for multi-year contracts on the anniversary of said contract With any request for change order except those issued by the county for administrative adjustments.

The full text for the county’s ethics and procurement policies and ordinances are available at:
http://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature ____________________________

Printed Name Mark Solan
Title VP
Date August 13, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page ______ of _______ (total number of pages)
# Request for Change Order

**Procurement Services Division**

Attach copies of all prior Change Orders

---

**Purchase Order #:** 2453SERV  
**Original Purchase Order Date:** Apr 1, 2017  
**Change Order #:** 5  
**Department:** Public Works

**Vendor Name:** Vulcan Construction Materials LLC  
**Vendor #:** 26490  
**Dept Contact:** Amy Arlowe

**Background and/or Reason for Change Order Request:** Decrease and close contract.

---

**IN ACCORDANCE WITH 720 ILCS 5/33E-9**

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

---

**INCREASE/DECREASE**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Starting contract value</td>
<td>$65,000.00</td>
</tr>
<tr>
<td>B</td>
<td>Net $ change for previous Change Orders</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Current contract amount (A + B)</td>
<td>$65,000.00</td>
</tr>
<tr>
<td>D</td>
<td>Amount of this Change Order</td>
<td>Decrease</td>
</tr>
<tr>
<td>E</td>
<td>New contract amount (C + D)</td>
<td>$15,748.17</td>
</tr>
<tr>
<td>F</td>
<td>Percent of current contract value this Change Order represents (D / C)</td>
<td>-75.77%</td>
</tr>
<tr>
<td>G</td>
<td>Cumulative percent of all Change Orders (B+D/A): (60% maximum on construction contracts)</td>
<td>-75.77%</td>
</tr>
</tbody>
</table>

**DECISION Memo NOT REQUIRED**

- [ ] Cancel entire order
- [ ] Close Contract
- [ ] Contract Extension (29 days)
- [ ] Consent Only
- [ ] Change budget code from: ___________________________  
  to: ___________________________
- [ ] Increase/Decrease quantity from: ___________________________  
  to: ___________________________
- [ ] Price shows: ___________________________  
  should be: ___________________________
- [ ] Decrease remaining encumbrance and close contract
- [ ] Increase encumbrance and close contract
- [ ] Decrease encumbrance
- [ ] Increase encumbrance

**DECISION Memo REQUIRED**

- [ ] Increase (greater than 29 days) contract expiration from: ___________________________  
  to: ___________________________
- [ ] Increase ≥ $2,500.00, or ≥ 10%, of current contract amount  
  [ ] Funding Source ___________________________
- [ ] OTHER - explain below:

---

**Prepared By (Initials):** [Signature]  
**Date:** 8-16-18  
**Phone Ext:** 6818  
**Recommended for Approval (Initials):** [Signature]  
**Date:** 8-16-18  
**Phone Ext:** 6818

**Reviewed By (Initials Only):** [Signature]  
**Date:** 8/17/18  
**Procurement Officer:** [Signature]  
**Date:** 8/17/18

**Chief Financial Officer**  
(Decision Memos Over $25,000)

**Date:** [Signature]  
(Decision Memos Over $25,000)

---

**CENSUS AGENDA**

**SEP 11 2018**

---

FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER
**Request for Change Order**

**Procurement Services Division**

Attach copies of all prior Change Orders

<table>
<thead>
<tr>
<th>Purchase Order #:</th>
<th>2448SERV</th>
<th>Original Purchase Order Date:</th>
<th>Apr 1, 2017</th>
<th>Change Order #:</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name:</td>
<td>Route 66 Asphalt Company</td>
<td>Vendor #:</td>
<td>26480</td>
<td>Department:</td>
<td>Public Works</td>
</tr>
<tr>
<td>Dept Contact:</td>
<td>Amy Ariowe</td>
<td>Background and/or Reason for Change Order Request:</td>
<td>Decrease and close contract.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IN ACCORDANCE WITH 720 ILCS 5/33E-9**

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

### INCREASE/DECREASE

| A | Starting contract value | $20,000.00 |
| B | Net $ change for previous Change Orders |
| C | Current contract amount (A + B) | $20,000.00 |
| D | Amount of this Change Order | Decrease | ($17,637.37) |
| E | New contract amount (C + D) | $2,362.63 |
| F | Percent of current contract value this Change Order represents (D / C) | -88.19% |
| G | Cumulative percent of all Change Orders (B+D/A): (60% maximum on construction contracts) | -88.19% |

**DECISION MEMO NOT REQUIRED**

- [ ] Cancel entire order
- [ ] Close Contract
- [ ] Contract Extension (29 days)
- [ ] Consent Only
- [ ] Change budget code from: ____________________________ to: ____________________________
- [ ] Increase/Decrease quantity from: ____________________________ to: ____________________________
- [ ] Price shows: ____________________________ should be: ____________________________

**DECISION MEMO REQUIRED**

- [ ] Increase (greater than 29 days) contract expiration from: ____________________________ to: ____________________________
- [ ] Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
- [ ] Funding Source ____________________________
- [ ] OTHER - explain below: ____________________________

---

**Prepared By (Initials):** x6818 8-16-18 **Recommended for Approval (Initials):** x6818 8-16-18

**Phone Ext:** 8-16-18 **Date:** 8-16-18

**REVIEWED BY (Initials Only):**

**Buyer:** 8/17/18 **Procurement Officer:** 8-17-18

**Date:** 8-17-18 **Chief Financial Officer (Decision Memos Over $25,000):**

**Date:** Chairman's Office (Decision Memos Over $25,000): **Date:**

---

**CONSENT AGENDA**

**SEP 11, 2018**

---

Packet Pg. 26
Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

Purchase Order #: 2352SERV
Original Purchase Order Date: Apr 1, 2017
Change Order #: 1
Department: Public Works

Vendor Name: KA Steel Chemicals Inc
Vendor #: 12067
Dept Contact: Amy Arlowe

Background and/or Reason for Change Order Request:
Decrease and close contract.

IN ACCORDANCE WITH 720 ILCS 5/33E-9

☐ (A) Were not reasonably foreseeable at the time the contract was signed.
☐ (B) The change is germane to the original contract as signed.
☒ (C) Is in the best interest of the County of DuPage and authorized by law.

INCREASE/DECREASE

| A | Starting contract value | $70,000.00 |
| B | Net $ change for previous Change Orders | |
| C | Current contract amount (A + B) | $70,000.00 |
| D | Amount of this Change Order | ☒ Decrease | ($18,542.50) |
| E | New contract amount (C + D) | $51,457.50 |
| F | Percent of current contract value this Change Order represents (D / C) | -26.49% |
| G | Cumulative percent of all Change Orders (B + D/A) (60% maximum on construction contracts) | -26.49% |

DECISION MEMO NOT REQUIRED

☐ Cancel entire order
☐ Close Contract
☐ Contract Extension (29 days)
☐ Consent Only

☐ Change budget code from:
☐ Increase/Decrease quantity from:
☐ Price shows:
☐ Decrease remaining encumbrance and close contract

☐ Increase encumbrance and close contract
☐ Decrease encumbrance
☐ Increase encumbrance

DECISION MEMO REQUIRED

☐ Increase (greater than 29 days) contract expiration from:
☐ Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
☐ Funding Source
☐ OTHER - explain below:

[Signatures and dates]

Prepared By (Initials)
Phone Ext
Date

Recommended for Approval (Initials)
Phone Ext
Date

REVIEWED BY (Initials Only)

Buyer
Date
Procurement Officer
Date

Chief Financial Officer
(Decision Memos Over $25,000)
Date
Chairman's Office
(Decision Memos Over $25,000)
Date
Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

Purchase Order #: 2291SERV
Original Purchase Order Date: Apr 1, 2017
Change Order #: 1
Department: Public Works
Vendor Name: Evoqua Water Technologies
Vendor #: 12352
Dept Contact: Amy Arlowe

Background and/or Reason for Change Order Request:
Decrease and close contract.

IN ACCORDANCE WITH 720 ILCS 5/33E-9

☐ (A) Were not reasonably foreseeable at the time the contract was signed.
☐ (B) The change is germane to the original contract as signed.
☐ (C) Is in the best interest of the County of DuPage and authorized by law.

<table>
<thead>
<tr>
<th>A</th>
<th>Starting contract value</th>
<th>$40,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Net % change for previous Change Orders</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Current contract amount (A + B)</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>D</td>
<td>Amount of this Change Order</td>
<td>Decrease ($15,743.20)</td>
</tr>
<tr>
<td>E</td>
<td>New contract amount (C + D)</td>
<td>$24,256.80</td>
</tr>
<tr>
<td>F</td>
<td>Percent of current contract value this Change Order represents (D / C)</td>
<td>-39.36%</td>
</tr>
<tr>
<td>G</td>
<td>Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
<td>-39.36%</td>
</tr>
</tbody>
</table>

DECISION MEMO NOT REQUIRED
- [ ] Cancel entire order
- [ ] Close Contract
- [ ] Contract Extension (29 days)
- [ ] Consent Only
- [ ] Change budget code from: ____________________ to: ____________________
- [ ] Increase/Decrease quantity from: ____________________ to: ____________________
- [ ] Price shows: ____________________ should be: ____________________
- [ ] Decrease remaining encumbrance and close contract
- [ ] Increase encumbrance and close contract
- [ ] Decrease encumbrance
- [ ] Increase encumbrance

DECISION MEMO REQUIRED
- [ ] Increase (greater than 29 days) contract expiration from: ____________________ to: ____________________
- [ ] Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
- [ ] Funding Source ____________________
- [ ] OTHER - explain below:

Prepared By (Initials): [Signature] Phone Ext: 8-6818
Date: 8-16-18
Recommended for Approval (Initials): [Signature] Phone Ext: 8-6818
Date: 8-16-18

REVIEWS BY (Initials Only)

[Signature] 8-17-18
Date: 8-16-18
Procurement Officer

Chief Financial Officer
(Decision Memos Over $25,000)
Date: 8-38
Chairman's Office
(Decision Memos Over $25,000)
Date: 8-38

CONSENT AGREEMENT

SEP 11 2018
Rev 16
Packet Pg. 28
CONSENT AGENDA
Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

Purchase Order #: 2380SERV  Original Purchase Order Date: Apr 1, 2017  Change Order #: 1  Department: Public Works

Vendor Name: Buchanan Energy LLC  Vendor #: 24431  Dept Contact: Amy Arlowe

Background and/or Reason for Change Order Request: Decrease and close contract.

IN ACCORDANCE WITH 720 ILCS 5/33E-9

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

| A | Starting contract value | $475,000.00 |
| B | Net $ change for previous Change Orders |
| C | Current contract amount (A + B) | $475,000.00 |
| D | Amount of this Change Order | Decrease | ($168,170.68) |
| E | New contract amount (C + D) | $306,829.32 |
| F | Percent of current contract value this Change Order represents (D / C) | -35.40% |
| G | Cumulative percent of all Change Orders (B-D/A); (60% maximum on construction contracts) | -35.40% |

DECISION MEMO NOT REQUIRED

☐ Cancel entire order  ☐ Close Contract  ☐ Contract Extension (29 days)  ☐ Consent Only

☐ Change budget code from:  ☐ Increase/Decrease quantity from:  ☐ Decrease encumbrance and close contract

☐ Price shows:  ☐ Increase encumbrance and close contract  ☐ Decrease encumbrance  ☐ Increase encumbrance

DECISION MEMO REQUIRED

☐ Increase (greater than 29 days) contract expiration from:  ☐ Increase ≥ $2,500,000, or ≥ 10% of current contract amount  ☐ Funding Source

☐ OTHER - explain below:

Prepared By (Initials): [Signature]  Phone Ext: 86818  Date: 8-16-18  Recommended for Approval (Initials): [Signature]  Phone Ext: 86818  Date: 8-16-18

REVIEWS BY (Initials Only)

[Signature]  Date: 8/20/18  Procurement Officer

Chief Financial Officer  Date:  Chairman's Office
(Decision Memos Over $25,000)  (Decision Memos Over $25,000)  Date: SEP 11, 2018

FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER
<table>
<thead>
<tr>
<th>Pay Vendor Name</th>
<th>Description</th>
<th>Check Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRGAS USA LLC</td>
<td>Earplugs, safety glasses, gloves</td>
<td>8/17/2018</td>
<td>$710.06</td>
</tr>
<tr>
<td>ANDERSON PEST SOLUTIONS</td>
<td>Preventive services</td>
<td>8/17/2018</td>
<td>$259.24</td>
</tr>
<tr>
<td>ANSWER NATIONAL INC</td>
<td>Telemessaging</td>
<td>8/17/2018</td>
<td>$252.55</td>
</tr>
<tr>
<td>APEX ENGINEERING PRODUCTS</td>
<td>Rydymne 5 gallon bucket</td>
<td>8/17/2018</td>
<td>$76.76</td>
</tr>
<tr>
<td>ATLAS BOBCAT LLC</td>
<td>4ml bearing</td>
<td>8/17/2018</td>
<td>$93.89</td>
</tr>
<tr>
<td>AUTOZONE INC</td>
<td>Continental belt</td>
<td>8/17/2018</td>
<td>$28.99</td>
</tr>
<tr>
<td>BASS PRO SHOPS</td>
<td>Work Boots Dahlberg Jay</td>
<td>8/17/2018</td>
<td>$169.99</td>
</tr>
<tr>
<td>BATTERY SERVICE CORPORATION</td>
<td>12 VT service duty</td>
<td>8/17/2018</td>
<td>$774.00</td>
</tr>
<tr>
<td>BOB RIDINGS INC</td>
<td>2018 Ford F350 Super Cab truck</td>
<td>8/17/2018</td>
<td>$48,946.00</td>
</tr>
<tr>
<td>CDW GOVERNMENT INC</td>
<td>1 computer</td>
<td>8/17/2018</td>
<td>$358.36</td>
</tr>
<tr>
<td>CENTRAL SOD FARMS INC</td>
<td>sod</td>
<td>8/17/2018</td>
<td>$740.00</td>
</tr>
<tr>
<td>CHICAGO PARTS &amp; SOUND LLC</td>
<td>Replace radio, repair horn</td>
<td>8/17/2018</td>
<td>$1,114.50</td>
</tr>
<tr>
<td>COM ED</td>
<td>Electric service</td>
<td>8/17/2018</td>
<td>$690.86</td>
</tr>
<tr>
<td>CUMMINS NPWPOWER LLC</td>
<td>Parts</td>
<td>8/17/2018</td>
<td>$3,034.65</td>
</tr>
<tr>
<td>DIXON ENGINEERING INC</td>
<td>5 year inspection</td>
<td>8/17/2018</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>INDUSTRIAL FILTER</td>
<td>Prefilters</td>
<td>8/17/2018</td>
<td>$1,016.79</td>
</tr>
<tr>
<td>LAUNDRYMAN</td>
<td>Laundry</td>
<td>8/17/2018</td>
<td>$290.50</td>
</tr>
<tr>
<td>LEPELL, BREAN</td>
<td>Refund overpayment</td>
<td>8/17/2018</td>
<td>$253.25</td>
</tr>
<tr>
<td>MENARDS</td>
<td>Battery</td>
<td>8/17/2018</td>
<td>$18.10</td>
</tr>
<tr>
<td>NICOR GAS</td>
<td>Gas</td>
<td>8/17/2018</td>
<td>$316.05</td>
</tr>
<tr>
<td>OFFICE DEPOT</td>
<td>Office supplies</td>
<td>8/17/2018</td>
<td>$531.71</td>
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<tr>
<td>OLISAR, SCOTT</td>
<td>Refund of overpayment</td>
<td>8/17/2018</td>
<td>$410.00</td>
</tr>
<tr>
<td>OZINGA READY MIX CONCRETE INC</td>
<td>Concrete</td>
<td>8/17/2018</td>
<td>$1,568.00</td>
</tr>
<tr>
<td>POC LABORATORIES</td>
<td>Lab testing</td>
<td>8/17/2018</td>
<td>$115.00</td>
</tr>
<tr>
<td>QUINCY COMPRESSOR</td>
<td>Vibration damp</td>
<td>8/17/2018</td>
<td>$139.88</td>
</tr>
<tr>
<td>RAPIDVIEW LLC</td>
<td>Camera repair</td>
<td>8/17/2018</td>
<td>$3,542.46</td>
</tr>
<tr>
<td>VILLAGE OF WOODRIDGE</td>
<td>Water service</td>
<td>8/17/2018</td>
<td>$1,439.79</td>
</tr>
<tr>
<td>A &amp; W TRAILER</td>
<td>Gate assist</td>
<td>8/21/2018</td>
<td>$263.00</td>
</tr>
<tr>
<td>A T &amp; T</td>
<td>Phone service</td>
<td>8/21/2018</td>
<td>$492.64</td>
</tr>
<tr>
<td>AA AUTO GLASS SERVICE INC</td>
<td>Windshield repair &amp; labor</td>
<td>8/21/2018</td>
<td>$95.00</td>
</tr>
<tr>
<td>ADVANCE AUTO PARTS</td>
<td>Air, oil, fuel filters</td>
<td>8/21/2018</td>
<td>$202.65</td>
</tr>
<tr>
<td>ATLAS BOBCAT LLC</td>
<td>Compressor belt, compressor A/C</td>
<td>8/21/2018</td>
<td>$615.41</td>
</tr>
<tr>
<td>AUTOZONE INC</td>
<td>Air filter, brake pads, carbon rotor</td>
<td>8/21/2018</td>
<td>$200.02</td>
</tr>
<tr>
<td>BIOTEK CORPORATION</td>
<td>Bio scrubs</td>
<td>8/21/2018</td>
<td>$550.69</td>
</tr>
<tr>
<td>BUCHANAN ENERGY (N) LLC</td>
<td>Unleaded fuel</td>
<td>8/21/2018</td>
<td>$15,311.86</td>
</tr>
<tr>
<td>CDW GOVERNMENT INC</td>
<td>Bag for tablet</td>
<td>8/21/2018</td>
<td>$32.54</td>
</tr>
<tr>
<td>COM ED</td>
<td>Electric service</td>
<td>8/21/2018</td>
<td>$9,217.23</td>
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<td>DUPAGE WATER COMMISSION</td>
<td>Operations &amp; Maintenance</td>
<td>8/23/2018</td>
<td>$84,617.26</td>
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<td>PEDEX</td>
<td>Shipping</td>
<td>8/23/2018</td>
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<tr>
<td>GRANGER INC</td>
<td>Pressure switch, brackets</td>
<td>8/23/2018</td>
<td>$957.23</td>
</tr>
<tr>
<td>GREEN MACHINE TOWING</td>
<td>Tow</td>
<td>8/23/2018</td>
<td>$121.00</td>
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<tr>
<td>HAWK FORD</td>
<td>High pressure pigtail</td>
<td>8/23/2018</td>
<td>$336.28</td>
</tr>
<tr>
<td>JOSEPH J HENDERSON &amp; SON INC</td>
<td>Enhanced Phosphorus Removal</td>
<td>8/23/2018</td>
<td>$696,601.87</td>
</tr>
<tr>
<td>LIBERTY PROCESS EQUIPMENT INC</td>
<td>Strator</td>
<td>8/23/2018</td>
<td>$1,500.00</td>
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<tr>
<td>MENARDS</td>
<td>Countertop, shelving, brackets, rail</td>
<td>8/23/2018</td>
<td>$109.33</td>
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<tr>
<td>MP2 ENERGY NE LLC</td>
<td>Electric supply</td>
<td>8/23/2018</td>
<td>$54,684.28</td>
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<tr>
<td>OLIN CORPORATION</td>
<td>Sodium hypochlorite</td>
<td>8/23/2018</td>
<td>$352.14</td>
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<tr>
<td>PACE ANALYTICAL SERVICES INC</td>
<td>Testing required per EPA regulations</td>
<td>8/23/2018</td>
<td>$337.00</td>
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<tr>
<td>PHYSICIANS RECORD CO</td>
<td>Material request forms</td>
<td>8/23/2018</td>
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<tr>
<td>STEWART SPREADING INC</td>
<td>Biosolid disposal</td>
<td>8/23/2018</td>
<td>$41,514.00</td>
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<tr>
<td>VILLAGE OF GLEN ELITIN</td>
<td>Sewer fee reimbursement</td>
<td>8/23/2018</td>
<td>$84,194.90</td>
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<tr>
<td>FAIRBANKS MORSE ENGINE</td>
<td>Exhaust manifold 16-400-330</td>
<td>8/24/2018</td>
<td>$3,925.00</td>
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<tr>
<td>Pay Vendor Name</td>
<td>Description</td>
<td>Check Date</td>
<td>Amount</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>----------------------------------</td>
<td>------------</td>
<td>----------</td>
</tr>
<tr>
<td>HOME DEPOT CREDIT SERVICES</td>
<td>Dehumidifier, freezer</td>
<td>8/24/2018</td>
<td>$1,556.89</td>
</tr>
<tr>
<td>JAMES, HIGGINS</td>
<td>Overhead sewer reimbursement</td>
<td>8/24/2018</td>
<td>$3,200.00</td>
</tr>
<tr>
<td>NICOR GAS</td>
<td>Gas</td>
<td>8/24/2018</td>
<td>$687.11</td>
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<tr>
<td>PDC LABORATORIES</td>
<td>Lab testing</td>
<td>8/24/2018</td>
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<tr>
<td>PITNEY BOWES</td>
<td>Replenish postage meter</td>
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<td>$5,000.00</td>
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<tr>
<td>VILLAGE OF LOMBARD</td>
<td>Reimburse sewer service fees</td>
<td>8/24/2018</td>
<td>$4,640.34</td>
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<tr>
<td>WALTER E DEUCHLER ASSOCIATES</td>
<td>BNR-Phosphate removal</td>
<td>8/24/2018</td>
<td>$16,056.06</td>
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</table>

**Total**                             |                                  |            | $1,102,148.31|
<table>
<thead>
<tr>
<th>VENDOR</th>
<th>SERVICE</th>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>HR Green</td>
<td>Engineering Fees</td>
<td>$8,529.22</td>
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<tr>
<td>DB Sterlin</td>
<td>Liberty Park Drainage</td>
<td>$210.55</td>
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<tr>
<td>ComEd</td>
<td>Electric Service</td>
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<tr>
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<tr>
<td>ATT</td>
<td>Phone service</td>
<td>$127.54</td>
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Total                                               $9,031.22
## Schedule of Purchases Under $5,000

### September 4, 2018

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>DESCRIPTION</th>
<th>FUND</th>
<th>DEPT</th>
<th>ACCOUNT</th>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>18398</td>
<td>Office Depot</td>
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<tr>
<td>18399</td>
<td>Gokey Service, Inc.</td>
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<td>1100</td>
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<tr>
<td>18401</td>
<td>State Chemical</td>
<td>Small value mach/equip and Cleaning supplies</td>
<td>1000</td>
<td>1100</td>
<td>52000</td>
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<tr>
<td>18402</td>
<td>McMaster-Carr</td>
<td>Maintenance supplies</td>
<td>1000</td>
<td>1100</td>
<td>52270</td>
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<tr>
<td>18403</td>
<td>Royal Pipe &amp; Supply Company</td>
<td>Maintenance supplies</td>
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<td>1100</td>
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<td>18404</td>
<td>Daugherty Sales, Inc.</td>
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<td>Warehouse Direct, Inc.</td>
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<td>1100</td>
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<td>18406</td>
<td>Suburban Lock</td>
<td>Maintenance supplies</td>
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<td>1100</td>
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<td>18407</td>
<td>Amazon.com LLC</td>
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<td>TMS South, Inc.</td>
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<tr>
<td>18409</td>
<td>McMaster-Carr</td>
<td>Maintenance supplies</td>
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<td>1100</td>
<td>52270</td>
</tr>
<tr>
<td>18410</td>
<td>Afgas North Central</td>
<td>Tank rental</td>
<td>1000</td>
<td>1100</td>
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<tr>
<td>18411</td>
<td>Meyer Laboratory</td>
<td>Chemical supplies</td>
<td>1000</td>
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<tr>
<td>18412</td>
<td>Advanced Physicians</td>
<td>Employee physicals</td>
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<td>Batteries Plus</td>
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<td>Apex Controls</td>
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<td>52250</td>
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<td>18419</td>
<td>Uline</td>
<td>Small value mach/equip</td>
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<td>1100</td>
<td>52000</td>
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<td>18420</td>
<td>G.W. Berkheimer Co., Inc.</td>
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<tr>
<td>18421</td>
<td>McMaster-Carr</td>
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<td>1100</td>
<td>52200</td>
</tr>
<tr>
<td>18423</td>
<td>Office Depot</td>
<td>Office supplies</td>
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<td>1100</td>
<td>52200</td>
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<tr>
<td>CONTRACT #</td>
<td>VENDOR</td>
<td>DESCRIPTION</td>
<td>Start</td>
<td>End</td>
<td>FUND</td>
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<tr>
<td>------------</td>
<td>--------</td>
<td>-------------</td>
<td>-------</td>
<td>-----</td>
<td>------</td>
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<tr>
<td>2971-0001 SERV</td>
<td>Advent Systems, Inc.</td>
<td>Repair and maintenance equipment</td>
<td>09/14/17</td>
<td>09/13/18</td>
<td>1000</td>
</tr>
<tr>
<td>2973-0001 SERV</td>
<td>Fox Valley Fire &amp; Safety</td>
<td>Inspection Services and Building Improvements</td>
<td>08/25/17</td>
<td>08/27/18</td>
<td>1000</td>
</tr>
<tr>
<td>2253-0001 SERV</td>
<td>Fox Valley Fire &amp; Safety</td>
<td>Repair and maintenance equipment</td>
<td>02/09/18</td>
<td>02/01/19</td>
<td>1000</td>
</tr>
<tr>
<td>3104-0001 SERV</td>
<td>Graybar Electric Company</td>
<td>Electrical supplies</td>
<td>04/01/18</td>
<td>01/31/19</td>
<td>1000</td>
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<tr>
<td>2974-0001 SERV</td>
<td>Groc, Inc.</td>
<td>Refuse and recycling services</td>
<td>07/01/18</td>
<td>07/31/18</td>
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<tr>
<td>2533-0001 SERV</td>
<td>Home Depot</td>
<td>Tools, Operating supplies, maintenance supplies and cleaning supplies</td>
<td>08/01/17</td>
<td>12/31/18</td>
<td>1000</td>
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<tr>
<td>3227-0001 SERV</td>
<td>Interboro Packaging Corporation</td>
<td>Plastic trash can and recycling can liners</td>
<td>05/17/18</td>
<td>06/16/19</td>
<td>1000</td>
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<tr>
<td>1899-0001 SERV</td>
<td>Keon, Inc.</td>
<td>Elevator maintenance coverage</td>
<td>07/01/18</td>
<td>07/31/18</td>
<td>1000</td>
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<tr>
<td>2297-0001 SERV</td>
<td>Lee’s Food Service Parts &amp; Repairs</td>
<td>Repair and maintenance equipment</td>
<td>03/23/17</td>
<td>03/22/18</td>
<td>1000</td>
</tr>
<tr>
<td>2965-0001 SERV</td>
<td>Pest Management Services, Inc.</td>
<td>Extermination and pest control services</td>
<td>08/01/17</td>
<td>08/31/18</td>
<td>1000</td>
</tr>
<tr>
<td>2323-0001 SERV</td>
<td>Remp-Sharpe &amp; Associates, Inc.</td>
<td>Professional Architectural and Engineering Services</td>
<td>01/01/17</td>
<td>12/31/18</td>
<td>1000</td>
</tr>
<tr>
<td>2499-0001 SERV</td>
<td>Trans U.S. Incorporated</td>
<td>Preventative/Full service maintenance</td>
<td>07/01/18</td>
<td>07/31/18</td>
<td>1000</td>
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<tr>
<td>2761-0001 SERV</td>
<td>Tri-Dim Filters Corporation</td>
<td>Maintenance supplies</td>
<td>08/27/17</td>
<td>09/28/18</td>
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<tr>
<td>3102-0001 SERV</td>
<td>Village of Addison</td>
<td>Lease of satellite traffic court facilities</td>
<td>07/01/18</td>
<td>07/31/18</td>
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<tr>
<td>2737-0001 SERV</td>
<td>Wheaton Sanitary</td>
<td>Sanitary sewer utility services</td>
<td>06/06/18</td>
<td>07/31/18</td>
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<td>2553-0001 SERV</td>
<td>Wright Construction Services, Inc.</td>
<td>Professional Construction Management Services</td>
<td>06/01/18</td>
<td>05/31/19</td>
<td>1000</td>
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</tbody>
</table>
Requisition under 25k dollars

2018-211
Requisition under 25k dollars
2018-211

PROCUREMENT REVIEW CHECKLIST
REQUISITION
This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 21, 2018</td>
<td>$13,754.00</td>
<td>N/A</td>
<td>PUBLIC WORKS</td>
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SOLICITATION METHOD FOR SOURCE SELECTION

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angela Bendinelli</td>
<td>Completed</td>
<td>08/21/2018 12:28 PM</td>
</tr>
<tr>
<td>Nick Kottmeyer</td>
<td>Completed</td>
<td>08/21/2018 3:59 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>08/23/2018 2:34 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>08/23/2018 4:46 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>08/27/2018 11:24 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>08/28/2018 2:31 PM</td>
</tr>
<tr>
<td>Public Works Committee</td>
<td>Pending</td>
<td>09/04/2018 9:15 AM</td>
</tr>
</tbody>
</table>
### Procurement Review Checklist

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

<table>
<thead>
<tr>
<th>Vendor: Liberty Process Equipment</th>
<th>Vendor #: 13240</th>
<th>Contract Term: N/A</th>
<th>Contract Total: $13,754.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Public Works</td>
<td></td>
<td>Phone: 630-985-7400</td>
<td></td>
</tr>
<tr>
<td>Contact: Jim Throw</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope of Work/Background**

Purchase various pump parts for the rebuild of the acid feed pump and secondary feed pump at the Woodridge Greene Valley Wastewater Treatment Facility in the amount of $13,754 per Quote #18-180-PW.

**Reason for Procurement**

Both the acid feed and secondary feed pumps are in need of repair at this time due to normal wear and tear. These pumps are used on a constant daily basis to transfer sludge from various plant locations.

### FUNDING SOURCE

- **Procurement budgeted for (FY and budget code(s)): 2000-2555-52250**
- **Budget Transfer (Date):**
- **Add'l Information:**

### DECISION MEMO NOT REQUIRED

- **LOWEST RESPONSIBLE QUOTE # or BID # 18-180-PW** (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- **RENEWAL, Enter Bid #**
- **SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(S)** (attach Sole Source Justification form)
- **PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00**
- **Public Utility**
- **PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:**

### DECISION MEMO REQUIRED

- **Cooperative Procurement (DPC-107) or Government Joint Purchasing Act Procurement (30ILCS525)**
- **EXPLANATION OF REQUEST FOR PROPOSAL RFP #**
- **RENEWAL OF RFP #** (Include Evaluation Summary if applicable)
- **PROFESSIONAL SERVICES EXCLUDED per DuPage County Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)**
- **OTHER PROFESSIONAL SERVICES** (detail vetting process on Decision Memo)
- **REQUEST WAIVER OF COUNTY BID RULES** (only allowable to Statutory Limits)
- **OTHER THAN LOWEST RESPONSIBLE, BID #**

### PREPARED BY AND APPROVAL(S) (Initials Only)

<table>
<thead>
<tr>
<th>Preparation Date</th>
<th>Date</th>
<th>Recommended Date</th>
<th>Date</th>
<th>Approval Date</th>
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</thead>
</table>

**Prepared By**

**Recommended for Approval**

**If Approval Required**

### REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Review Date</th>
<th>Date</th>
<th>Procurement Officer Date</th>
</tr>
</thead>
</table>

**By:**

**Chief Financial Officer**

(Decision Memos Over $25,000)

**Date**

**Chairman's Office**

(Decision Memos Over $25,000)

**Date**
# DuPage County Procurement Services Division

**Quote Tabulation**

**Q18-180-PW SeepeX Pump Parts**

<table>
<thead>
<tr>
<th>FIRM</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberty Process Equipment, Inc.</td>
<td>$13,754.00</td>
</tr>
<tr>
<td>Westcoast Rotor, Inc.</td>
<td>$20,658.00</td>
</tr>
</tbody>
</table>

**Notes:**

1. For no quotes - one firm submitted a no quote response that we are out of their territory for SeepeX parts. One firm was contacted and did not provide a reason.

<table>
<thead>
<tr>
<th>Invitations Sent</th>
<th>11</th>
</tr>
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<tbody>
<tr>
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</tr>
<tr>
<td>Total Responses Received</td>
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</tr>
<tr>
<td>Event Open Date</td>
<td>08/16/18 @ 1:00 P.M.</td>
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<tr>
<td>Attended</td>
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## Purchase Requisition

**Procurement Services Division**

**Date:** Aug 17, 2018

**MinuteTraq (IQM2) ID #:** 13313

**Department Req #:** 18213

**RFP, Bid or Quote #:** 

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<thead>
<tr>
<th>Send Purchase Order To:</th>
<th>Send Invoices To:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor:</strong> Liberty Process Equipment, Inc. <strong>Vendor #:</strong> 13240</td>
<td>Dept: DuPage County Public Works Division:</td>
</tr>
<tr>
<td><strong>Attn:</strong> Mark Snitowsky <strong>Email:</strong> <a href="mailto:sales@libertyprocess.com">sales@libertyprocess.com</a></td>
<td><strong>Attn:</strong> Accounts Payable <strong>Email:</strong> <a href="mailto:pwaccountspayable@dupageco.org">pwaccountspayable@dupageco.org</a></td>
</tr>
<tr>
<td><strong>Address:</strong> 2525 South Clearbrook Drive</td>
<td><strong>Address:</strong> 7900 S. Route 53 Room:</td>
</tr>
<tr>
<td><strong>City:</strong> Arlington Heights <strong>State:</strong> IL <strong>Zip:</strong> 60005</td>
<td><strong>City:</strong> Woodridge <strong>State:</strong> IL <strong>Zip:</strong> 60517</td>
</tr>
<tr>
<td><strong>Phone:</strong> 847-640-7867</td>
<td><strong>Phone:</strong> 630-985-7400</td>
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</tbody>
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**Send Payments To:**

<table>
<thead>
<tr>
<th>Vendor: SAME <strong>Vendor #:</strong> 13240</th>
</tr>
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<tbody>
<tr>
<td><strong>Attn:</strong></td>
</tr>
<tr>
<td><strong>Address:</strong></td>
</tr>
<tr>
<td><strong>City:</strong> State: IL Zip:</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
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<table>
<thead>
<tr>
<th>Payment Terms</th>
<th>F.O.B.</th>
<th>PO 20 Delivery Date</th>
<th>Requisitioner</th>
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<tbody>
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<tr>
<th>Use for</th>
<th>Contract Administrator</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
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<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extensor</th>
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<td>1</td>
<td>EA</td>
<td>Various pump parts for acid feed and secondary feed pumps per E-quote #18-180-PW</td>
<td>2000</td>
<td>2555</td>
<td>52250</td>
<td></td>
<td></td>
<td></td>
<td>13,754.00</td>
<td>13,754</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>EA</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>3</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Requisition Total:** $13,754.00

**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order):

**Special Instructions/Comments to Buyer or Approver** (these comments will NOT appear on the Purchase Order):

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):

---

**Packet Pg. 39**
The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change order to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $15,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:
- If information changes, within five (5) days of change, or prior to county action, whichever is sooner.
- 30 days prior to the optional renewal of any contract.
- Annual disclosure for multi-year contracts on the anniversary of said contract.
- With any request for change order except those issued by the county for administrative adjustments.

The full text for the county's ethics and procurement policies and ordinances are available at: http://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature: ____________________________

Printed Name: LARRY SHANLEY, JR.

Title: PRESIDENT

Date: 8/10/18

Packet Pg. 40
Requisition under 25k dollars

2018-212
PROCUREMENT REVIEW CHECKLIST

REQUISITION

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>NEW PURCHASE ORDER REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE SUBMITTED</td>
</tr>
<tr>
<td>CONTRACT TOTAL AMOUNT</td>
</tr>
<tr>
<td>CONTRACT TERM</td>
</tr>
<tr>
<td>REQUESTING DEPT.</td>
</tr>
</tbody>
</table>

SOLICITATION METHOD FOR SOURCE SELECTION

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angela Bendinelli</td>
<td>Completed</td>
<td>08/21/2018 12:34 PM</td>
</tr>
<tr>
<td>Nick Kottmeyer</td>
<td>Completed</td>
<td>08/21/2018 3:58 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>08/23/2018 3:27 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>08/23/2018 4:46 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>08/27/2018 11:25 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>08/28/2018 2:29 PM</td>
</tr>
<tr>
<td>Public Works Committee</td>
<td>Pending</td>
<td>09/04/2018 9:15 AM</td>
</tr>
</tbody>
</table>
**Procurement Review Checklist**

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

<table>
<thead>
<tr>
<th>Vendor:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Flow-Technics, Inc.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor #:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10303</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract Term:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract Total:</th>
<th></th>
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<tbody>
<tr>
<td>$5,424.60</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dept:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Works</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Throw</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>630-985-7400</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assigned Committee:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Works</td>
<td></td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope of Work/Background**

Purchase various pump parts for the rebuild of the belt press pumps at the Woodridge Greene Valley Wastewater Treatment Facility in the amount of $5,424.60 per Quote #Q18-181-PW.

**Reason for Procurement**

The belt press pumps at the Woodridge Facility are in need of repair at this time due to normal wear and tear. These pumps are used on a constant daily basis to process biosolids at the facility.

**FUNDING SOURCE**

- [ ] Procurement budgeted for (FY and budget code(s)): 2000-2555-52250
- [ ] Budget Transfer (Date) 
- [ ] Add'l Information

**DECISION MEMO NOT REQUIRED**

- [ ] LOWEST RESPONSIBLE QUOTE # or BID # Q18-181-PW (QUOTE < $25,000, BID > $25,000; attach Tabulation)
- [ ] RENEWAL Enter Bid # 
- [ ] Intergovernmental Agreement
- [ ] SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- [ ] PER 55 ILCS 5/5-1022 ‘Competitive Bids’ (d) IT/Telecom purchases under $35,000.00 
- [ ] Public Utility
- [ ] PER 55 ILCS 5/5-1022 ‘Competitive Bids’ (c) not suitable for competitive bidding. Explain below:

**DECISION MEMO REQUIRED**

- [ ] Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- [ ] EXPLANATION OF REQUEST FOR PROPOSAL RFP # 
- [ ] Include Evaluation Summary if applicable
- [ ] RENEWAL OF RFP # 
- [ ] PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- [ ] OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- [ ] REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- [ ] OTHER THAN LOWEST RESPONSIBLE, BID #  

**PREPARED BY AND APPROVAL(S) (Initials Only)**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Prepared By</td>
<td>Recommended for Approval</td>
</tr>
<tr>
<td>MWK</td>
<td>8/21/18</td>
</tr>
<tr>
<td>MWK</td>
<td>8/21/18</td>
</tr>
<tr>
<td>MWK</td>
<td></td>
</tr>
<tr>
<td>MWK</td>
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</tr>
</tbody>
</table>

**REVIEWED BY (Initials Only)**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Buyer</td>
<td>Procurement Officer</td>
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<tr>
<td>MW</td>
<td>Gm</td>
</tr>
<tr>
<td>8/23/18</td>
<td>8-23-18</td>
</tr>
<tr>
<td>Chief Financial Officer (Decision Memos Over $25,000)</td>
<td>Chairman's Office (Decision Memos Over $25,000)</td>
</tr>
<tr>
<td>8-27-18</td>
<td></td>
</tr>
</tbody>
</table>

**Date:** Aug 20, 2018

**MinuteTraq (IQM) ID #:** 13331

**Attachment:** Flow Technics - Checklist (2018-212 : PW, Flow-Technics, Inc.)
<table>
<thead>
<tr>
<th>FIRM</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLOW-TECHNICS, INC</td>
<td>$5,424.60</td>
</tr>
<tr>
<td>LIBERTY PROCESS EQUIPMENT, INC</td>
<td>$5,470.00</td>
</tr>
<tr>
<td>WEST COAST ROTOR</td>
<td>$9,992.00</td>
</tr>
</tbody>
</table>

Invitations Sent: 10  
Total Requesting Documents: 3  
Total Responses Received: 3  
Event Open Date: 08/16/18 @ 1:00 P.M.  
Attended: GV
**Purchase Requisition**

**Purchase Requisition**

**Procurement Services Division**

---

**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor: Flow-Technics, Inc.</th>
<th>Vendor #:</th>
<th>Dept: DuPage County Public Works</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Kristen Strunk</td>
<td>Email: <a href="mailto:kristen@flowtechnics.com">kristen@flowtechnics.com</a></td>
<td>Attn: Accounts Payable</td>
<td>Email: <a href="mailto:pwaccountspayable@dupageco.org">pwaccountspayable@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 181 Ontario Street</td>
<td>City: Frankfort</td>
<td>State: IL</td>
<td>Zip: 60423</td>
</tr>
<tr>
<td>City: Woodridge</td>
<td>State: IL</td>
<td>Zip: 60517</td>
<td></td>
</tr>
<tr>
<td>Phone: 815-277-2600</td>
<td>Phone: 630-985-7400</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Send Invoices To:**

| Dept: DuPage County Public Works | Division: |
| Attn: Accounts Payable | Email: pwaccountspayable@dupageco.org |
| Address: 7900 S. Route 53 | Room: |
| City: Woodridge | State: IL | Zip: 60517 |
| Phone: 630-985-7400 | Fax: 630-985-4802 |

**Send Payments To:**

| Dept: SAME | Division: |
| Attn: | Email: |
| Address: | Room: |
| City: | State: IL | Zip: |
| Phone: | Fax: |

**Ship To:**

<table>
<thead>
<tr>
<th>PO 20 Delivery Date</th>
<th>Requisitioner</th>
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</thead>
<tbody>
<tr>
<td>Amy Arlowe/Sandra Martinez</td>
<td></td>
</tr>
</tbody>
</table>

**Payment Terms**

<table>
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<tr>
<th>PER 50 ILCS 505/1</th>
<th>Destination</th>
</tr>
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</table>

**Use for**

<table>
<thead>
<tr>
<th>Contract Administrator</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
<th>Use for</th>
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<tbody>
<tr>
<td>PO25 only</td>
<td></td>
<td></td>
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</tr>
</tbody>
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**LN** | **Qty** | **UOM** | **Item Detail (Product #)** | **Description** | **FY** | **Dept #** | **Acct #** | **Sub-Accts and/or Activity #** | **Unit Price** | **Extension** |
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td></td>
<td>Netzch pump parts for the belt press pumps per Quote #Q18-181-PW</td>
<td>2000</td>
<td>2555</td>
<td>52250</td>
<td>5,424.60</td>
<td>5,424.60</td>
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<td>EA</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>EA</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Requisition Total**

5,424.60

---

**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order):

---

**Special Instructions/Comments to Buyer or Approver** (these comments will **NOT** appear on the Purchase Order):

---

**User Department Internal Notes** (these comments will **NOT** appear on the Purchase Order):

---
Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Bid/Contract/PO #

<table>
<thead>
<tr>
<th>Company Name: Flow-Technics, Inc.</th>
<th>Company Contact: Kristen Strunk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone: (815) 277-2600</td>
<td>Contact Email: <a href="mailto:kristen@flowtechnics.com">kristen@flowtechnics.com</a></td>
</tr>
</tbody>
</table>

Date: 8/15/2018

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change order to one (1) or more contracts, or two (2) or more individual contracts with the County resulting in an aggregate amount of at least $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, “contractor or vendor” includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting party, and political action committees to which the contracting person has made contributions.

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
</table>

2. All contractors and vendors who have obtained or are seeking contracts with the County shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with County officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

<table>
<thead>
<tr>
<th>Lobbyists, Agents and Representatives and all individuals who are or will be having contact with County officers or employees in relation to the contract or bid</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:
- If information changes, within five (5) days of change, or prior to County action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order or contract issued by the County for administrative adjustments

The full text for the County’s ethics and procurement policies and ordinances are available at
http://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature

Printed Name: Kristen Strunk
Title: Parts & Service Coordinator
Date: August 15, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
Requisition under 25k dollars

2018-213
## PROCUREMENT REVIEW CHECKLIST

### REQUISITION

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>NEW PURCHASE ORDER REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE SUBMITTED</td>
</tr>
<tr>
<td>CONTRACT TOTAL AMOUNT</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

- Angela Bendinelli: Completed 08/22/2018 11:51 AM
- Nick Kottmeyer: Completed 08/22/2018 1:00 PM
- Kathy Ostrowski: Completed 08/22/2018 2:55 PM
- James McGuire: Completed 08/23/2018 4:41 PM
- Paul Rafac: Completed 08/27/2018 11:26 AM
- Kathy Ostrowski: Completed 08/28/2018 2:27 PM
- Public Works Committee: Pending 09/04/2018 9:15 AM
## Procurement Review Checklist

### Procurement Services Division

This form must accompany all Purchase Order Requisitions

Attach Required Vendor Ethics Disclosure Statement

<table>
<thead>
<tr>
<th>Vendor: LAI, Ltd.</th>
<th>Vendor #: 11/4</th>
<th>Contract Term: N/A</th>
<th>Contract Total: $14,400.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Public Works</td>
<td>Contact: Jim Throw</td>
<td>Phone: 630-985-7400</td>
<td>Assigned Committee: Public Works</td>
</tr>
</tbody>
</table>

### Description of Procurement/Scope of Work/Background

Purchase of two (2) Haigh pipeliner series 301 cartridge assemblies in the amount of $14,400 per Quote #18-186-PW. Both are for the Woodridge Greene Valley Wastewater Facility. One assembly will be used in the acid feed and the second will be used on the belt thickener.

### Reason for Procurement

These assemblies are in need of replacement at this time due to age and continuous use. Grinder cartridge assemblies are an important part of the treatment process and are used to process inorganic material and protect downstream progressive cavity pumping equipment from additional wear and tear.

### Funding Source

- [x] Procurement budgeted for (FY and budget code(s)): 2000-2555-52250
- [ ] Budget Transfer (Date) Add'l Information

### Decision Memo Not Required

- [x] LOWEST RESPONSIBLE QUOTE # or BID # 18-186-PW (QUOTE < $25,000, BID $25,000; attach Tabulation)
- [ ] RENEWAL, Enter Bid # [ ] Intergovernmental Agreement
- [ ] SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-1025 (attach Sole Source Justification form)
- [ ] PER 55 ILCS 5/5-1022 ‘Competitive Bids’ (d) IT/Telecom purchases under $35,000.00 [ ] Public Utility
- [ ] PER 55 ILCS 5/5-1022 ‘Competitive Bids’ (c) not suitable for competitive bidding. Explain below:

### Decision Memo Required

- [ ] Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- [ ] EXPLANATION OF REQUEST FOR PROPOSAL, RFP # (Include Evaluation Summary if applicable)
- [ ] RENEWAL OF RFP #
- [ ] PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- [ ] OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- [ ] REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- [ ] OTHER THAN LOWEST RESPONSIBLE, BID #

### Prepared By and Approval(s) (Initials Only)

- **MNC** 8/22/18 **MNC**
- **Recommended for Approval** Date 8/22/18
- **If Approval, if required** Date

### Reviewed By (Initials Only)

- **JW** 8/23/18
- **Procurement Officer** Date 8/23/18
- **Chief Financial Officer** (Decision Memos Over $25,000) Date 8-27-18
- **Chairman’s Office** (Decision Memos Over $25,000) Date
<table>
<thead>
<tr>
<th>FIRM</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAI, LTD</td>
<td>$14,400.00</td>
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<tr>
<td>GAYLE CORPORATION</td>
<td>$15,400.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Invitations Sent</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Requesting Documents</td>
<td>2</td>
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<tr>
<td>Total Responses Received</td>
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</tr>
<tr>
<td>Event Open Date</td>
<td>8/21/18 @ 10:00 A.M.</td>
</tr>
<tr>
<td>Attended</td>
<td>GV</td>
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</tbody>
</table>
## Purchase Requisition

**Procurement Services Division**

**Date:** Aug 22, 2018

**MinuteTraq (IQM2) ID #:** 13346

**Department Req #:** 18213

**RFP, Bid or Quote #:**

### Send Purchase Order To:

<table>
<thead>
<tr>
<th>Vendor: LAI, LTD</th>
<th>Vendor #:</th>
<th>Dept: DuPage County Public Works</th>
<th>Division:</th>
</tr>
</thead>
</table>

| Attn: Mary Healy | Email: mhealy@lai-ltd.com | Attn: Accounts Payable | Email: pwaccountspayable@dupageco.org |

| Address: 5400 Newport Drive, Suite 10 | Address: 7900 S. Route 53 | City: Woodridge | State: IL | Zip: 60517 |

| City: Rolling Meadows | State: IL | Zip: 60008 | Phone: 847-392-0990 | Fax: 847-392-1095 |

### Send Invoices To:

<table>
<thead>
<tr>
<th>Vendor: LAI, LTD</th>
<th>Vendor #:</th>
<th>Dept: DuPage County Public Works</th>
<th>Division:</th>
</tr>
</thead>
</table>

| Attn: Accounts Payable | Email: pwaccountspayable@dupageco.org |

| Address: 5400 Newport Drive, Suite 10 | Address: 7900 S. Route 53 | City: Woodridge | State: IL | Zip: 60517 |

| City: Rolling Meadows | State: IL | Zip: 60008 | Phone: 847-392-0990 | Fax: 847-392-1095 |

### Send Payments To:

<table>
<thead>
<tr>
<th>Vendor: LAI, LTD</th>
<th>Vendor #:</th>
<th>Dept: DuPage County Public Works</th>
<th>Division:</th>
</tr>
</thead>
</table>

| Attn: Accounts Payable | Email: pwaccountspayable@dupageco.org |

| Address: 5400 Newport Drive, Suite 10 | Address: 7900 S. Route 53 | City: Woodridge | State: IL | Zip: 60517 |

| City: Rolling Meadows | State: IL | Zip: 60008 | Phone: 847-392-0990 | Fax: 847-392-1095 |

### Ship To:

<table>
<thead>
<tr>
<th>Vendor: LAI, LTD</th>
<th>Vendor #:</th>
<th>Dept: DuPage County Public Works</th>
<th>Division:</th>
</tr>
</thead>
</table>

| Attn: Accounts Payable | Email: pwaccountspayable@dupageco.org |

| Address: 5400 Newport Drive, Suite 10 | Address: 7900 S. Route 53 | City: Woodridge | State: IL | Zip: 60517 |

| City: Rolling Meadows | State: IL | Zip: 60008 | Phone: 847-392-0990 | Fax: 847-392-1095 |

### Payment Terms

- **F.O.B.**
- **PO 20 Delivery Date**
- **Requisitioner**

<table>
<thead>
<tr>
<th>Use for</th>
<th>Contract Administrator</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO25 only</td>
<td>Amy Arlowe/Sandra Martinez</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Item Detail

<table>
<thead>
<tr>
<th>LN</th>
<th>Qty</th>
<th>UOM</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>EA</td>
<td>Haigh pipeliner series 301 cartridge assemblies per Quote #Q18-186-PW</td>
<td>2000</td>
<td>2555</td>
<td>52250</td>
<td></td>
<td></td>
<td>7,200.00</td>
<td>14,400</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>EA</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>3</td>
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<td>EA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Requisition Total:** $14,400

### Header Comments

(These comments will appear on the PO20 and PO25 Purchase Order):

### Special Instructions/Comments to Buyer or Approver

(These comments will NOT appear on the Purchase Order):

### User Department Internal Notes

(These comments will NOT appear on the Purchase Order):
Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County’s Contractual Obligation.

Bid/Contract/PO #: Q18-18c-PW

Date: August 21, 2018

Company Name: LAI, Ltd.
Contact Phone: (847) 392-0990
Contact Email: rilynh@lai-ltd.com

Company Contact: Peter Lynch

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, “contractor or vendor” includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

X NONE (check here) - If no contributions have been made

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
</table>

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

X NONE (check here) - If no contacts have been made

<table>
<thead>
<tr>
<th>Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:
- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county’s ethics and procurement policies and ordinances are available at:
http://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature

Signature on file

Printed Name: Peter Lynch
Title: Vice-President
Date: August 21, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page________________________(total number of pages)
Requisition under 25k dollars

2018-214
# Requisition under 25k dollars

2018-214

## PROCUREMENT REVIEW CHECKLIST

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th><strong>NEW PURCHASE ORDER REQUEST</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE SUBMITTED</strong></td>
<td>August 15, 2018</td>
</tr>
<tr>
<td><strong>CONTRACT TOTAL AMOUNT</strong></td>
<td>$16,451.00</td>
</tr>
<tr>
<td><strong>CONTRACT TERM</strong></td>
<td>OCTOBER 12, 2018 THROUGH OCTOBER 11, 2019</td>
</tr>
<tr>
<td><strong>REQUESTING DEPT.</strong></td>
<td>FACILITIES MANAGEMENT</td>
</tr>
</tbody>
</table>

## SOLICITATION METHOD FOR SOURCE SELECTION

<table>
<thead>
<tr>
<th>Name</th>
<th>Completed Date</th>
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</thead>
<tbody>
<tr>
<td>Laura Grobe</td>
<td>08/15/2018 3:56 PM</td>
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<tr>
<td>Tim Harbaugh</td>
<td>08/16/2018 10:35 AM</td>
</tr>
<tr>
<td>Nick Kottmeyer</td>
<td>08/16/2018 11:49 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>08/16/2018 3:04 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>08/17/2018 3:14 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>08/21/2018 2:32 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>08/23/2018 4:22 PM</td>
</tr>
<tr>
<td>Public Works Committee</td>
<td>09/04/2018 9:15 AM</td>
</tr>
</tbody>
</table>
**Procurement Review Checklist**

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions. Attach Required Vendor Ethics Disclosure Statement.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Facilities Management</td>
<td>Contact: Tim Harbaugh</td>
<td>Phone: 630-407-5700</td>
<td>Assigned to Public Works Committee: 09/04/17</td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope of Work/Background:**
Recommendation for the approval of a contract purchase order for semi-annual cleaning of the kitchen ducts, hoods, and fans for the Judicial Office Facility, JTK Administration Building, Jail, and Care Center, for Facilities Management, for a total contract amount not to exceed $16,451.00, per renewal option under bid #16-178-BF, second option to renew.

**Reason for Procurement:**
The semi-annual cleaning of the kitchen ducts, hoods and fans is required per National Fire Protection Association, and is necessary to eliminate odors and grease buildup which is a fire hazard.

**FUNDING SOURCE**

☐ Procurement budgeted for (FY and budget code(s)): 1000-1100-53810

☐ Budget Transfer (Date) ____________________ Add'l Information ____________________

**DECISION MEMO NOT REQUIRED**

☐ LOWEST RESPONSIBLE QUOTE # or BID # ____________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)

☐ RENEWAL, Enter Bid #: 16-178-BF

☐ Intergovernmental Agreement

☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(S) (attach Sole Source Justification form)

☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00

☐ Public Utility

☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

<table>
<thead>
<tr>
<th>____________</th>
<th>____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________</td>
<td>____________</td>
</tr>
</tbody>
</table>

**DECISION MEMO REQUIRED**

☐ Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)

☐ EXPLANATION OF REQUEST FOR PROPOSAL RFP # ____________________ (include Evaluation Summary if applicable)

☐ RENEWAL OF RFP #

☐ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 5/10/2 (Architects, Engineers and Land Surveyors)

☐ OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)

☐ REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)

☐ OTHER THAN LOWEST RESPONSIBLE, BID # ____________________

**PREPARED BY AND APPROVAL(S) (Initials Only)**

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
</thead>
</table>

**REVIEWED BY (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________</td>
<td>____________</td>
<td>____________</td>
<td>____________</td>
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<td>____________</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer</th>
<th>Date</th>
<th>Chairman's Office</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________</td>
<td>____________</td>
<td>____________</td>
<td>____________</td>
</tr>
</tbody>
</table>
This agreement, made and entered into by the County of DuPage, Department of Finance, Procurement Services Division, 421 North County Farm Road, Wheaton, Illinois hereinafter called the "County" and Airways Systems, Inc, of 1100 Tower Lane, Bensenville, IL 60106, hereinafter called the "Contractor", witnesseth;

The County and the Contractor have previously entered into a Contract, pursuant to Bid 16-178-BF which became effective October 12, 2017, and which will expire October 11, 2018. The contract is subject to an option to renew for a twelve (12) month period.

The parties now agree to renew said agreement, upon the same terms as previously agreed to, as specified in the original contract.

The contract renewal becomes effective October 12, 2018 and expires October 11, 2019 contingent upon any applicable Parent Committee and County Board approval.

AIRWAYS SYSTEMS, INC

[Redacted]

SIGNATURE

[Redacted]

DATE

DIANE HELFGET

PRINTED NAME

Senior Executive Manager

PRINTED TITLE

COUNTY OF DU PAGE, ILLINOIS

[Redacted]

SIGNATURE

Glenda Vasak

Buyer II.

PRINTED NAME

DATE
## Purchase Requisition
### Procurement Services Division

### Send Purchase Order To:
- **Vendor:** Airways Systems, Inc.
  - **Vendor #:** 25611
- **Attn:** Diane Helfgot
  - **Email:** diane@airwayssystems.com
- **Address:** 1100 Tower Lane
- **City:** Bensenville
  - **State:** IL
  - **Zip:** 60106
- **Phone:** 847-845-8113
  - **Fax:** 630-595-3828

### Send Invoices To:
- **Vendor:** Airways Systems, Inc.
  - **Vendor #:** 25611
- **Attn:** Diane Helfgot
  - **Email:** diane@airwayssystems.com
- **Address:** 1100 Tower Lane
- **City:** Bensenville
  - **State:** IL
  - **Zip:** 60106
- **Phone:** 847-845-8113
  - **Fax:** 630-595-3828

### Send Payments To:
- **Vendor:** Airways Systems, Inc.
  - **Vendor #:** 25611
- **Attn:** Diane Helfgot
  - **Email:** diane@airwayssystems.com
- **Address:** 1100 Tower Lane
- **City:** Bensenville
  - **State:** IL
  - **Zip:** 60106
- **Phone:** 847-845-8113
  - **Fax:** 630-595-3828

### Send Ship To:
- **Vendor:** Airways Systems, Inc.
  - **Vendor #:** 25611
- **Attn:** Diane Helfgot
  - **Email:** diane@airwayssystems.com
- **Address:** 1100 Tower Lane
- **City:** Bensenville
  - **State:** IL
  - **Zip:** 60106
- **Phone:** 847-845-8113
  - **Fax:** 630-595-3828

### Payment Terms
- **F.O.B.**
- **PO 20 Delivery Date:**
- **Requisitioner:** Mary Ventrella

### Use for PO25 only
- **Contract Administrator:** Mary Ventrella
- **Contract Start Date:** Oct 12, 2018
- **Contract End Date:** Oct 11, 2019

<table>
<thead>
<tr>
<th>LN</th>
<th>Qty</th>
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<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acct #</th>
<th>Acct &amp; Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>LO</td>
<td>Semi-Annual Cleaning of Ducts, Hoods, and Fans</td>
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<td>1100</td>
<td>53810</td>
<td>16,451</td>
<td>16,451</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
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<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

### Requisition Total
- **$16,451.00**

### Header Comments (these comments will appear on the PO20 and PO25 Purchase Order):
Semi-Annual cleaning of kitchen ducts, hoods and fans, for the Judicial Office Facility, JTK Administration Building, Jail and Care Center.

### Special Instructions/Comments to Buyer or Approver (these comments will NOT appear on the Purchase Order):

### User Department Internal Notes (these comments will NOT appear on the Purchase Order):
Second option to renew. Public Works Committee: 09/04/18
Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: 1/29/16

Diane Helpst

diane@airwaysystems.com

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount of or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

NONE (check here) - if no contributions have been made

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
</table>

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

NONE (check here) - if no contacts have been made

<table>
<thead>
<tr>
<th>Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid</th>
<th>Telephone</th>
<th>Email</th>
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</table>

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:

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- 30 days prior to the optional renewal of any contract.
- Annual disclosure for multi-year contracts on the anniversary of said contract.
- With any request for change order except those issued by the county for administrative adjustments.

The full text for the county's ethics and procurement policies and ordinances are available at http://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature

[Redacted]

Printed Name

[Redacted]

Title

[Redacted]

Date

8/12/16

Attach additional sheets if necessary. Sign each sheet and number each page. Page ____ of _____. (total number of pages)

Form Optimized for Acrobat and Adobe Reader Version 9 or Later
Requisition under 25k dollars

2018-210
Requisition under 25k dollars

2018-210

PROCUREMENT REVIEW CHECKLIST
REQUISITION

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 21, 2018</td>
<td>$13,820.00</td>
<td>OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019</td>
<td>PUBLIC WORKS</td>
</tr>
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</table>

SOLICITATION METHOD FOR SOURCE SELECTION

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date Completed</th>
</tr>
</thead>
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<tr>
<td>Angela Bendinelli</td>
<td>Completed</td>
<td>08/21/2018 12:20 PM</td>
</tr>
<tr>
<td>Nick Kottmeyer</td>
<td>Completed</td>
<td>08/21/2018 3:59 PM</td>
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<tr>
<td>Sarah Hunn</td>
<td>Completed</td>
<td>08/23/2018 9:49 AM</td>
</tr>
<tr>
<td>Tony Charlton</td>
<td>Completed</td>
<td>08/23/2018 10:20 AM</td>
</tr>
<tr>
<td>Deborah Hanson</td>
<td>Completed</td>
<td>08/23/2018 10:28 AM</td>
</tr>
<tr>
<td>Donald Carlsen</td>
<td>Completed</td>
<td>08/23/2018 10:29 AM</td>
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<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>08/23/2018 2:58 PM</td>
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<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>08/27/2018 4:45 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>08/28/2018 4:25 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>08/29/2018 12:41 PM</td>
</tr>
<tr>
<td>Stormwater Management Committee</td>
<td>Pending</td>
<td>09/04/2018 7:30 AM</td>
</tr>
<tr>
<td>Public Works Committee</td>
<td>Pending</td>
<td>09/04/2018 9:15 AM</td>
</tr>
<tr>
<td>Technology Committee</td>
<td>Pending</td>
<td>09/11/2018 9:00 AM</td>
</tr>
</tbody>
</table>
Procurement Review Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Vendor: Azteca Systems, LLC.  Vendor #: 27385
Dept: Public Works  Contact: Robert Lijegren
Contract: October 1, 2018 through September 30, 2019  Contract Total: $13,820.00

Description of Procurement/Scope of Work/Background
Renewal of software and maintenance for Cityworks for a one-year period from 10/1/18 through 9/30/19 in the amount of $13,820. This renewal is required for technical support and software updates for the asset management software.

Reason for Procurement
Public Works, Drainage and Stormwater Management have been using Cityworks for asset and work management since 2004. Renewal pays for unlimited technical support, all software updates and new releases.

FUNDING SOURCE
☑ Procurement budgeted for (FY and budget code(s)): 2000-2665-53807 / 1600-3000-53807 / 1000-3200-53807
☐ Budget Transfer (Date) ____________________ Add'l Information

DECISION MEMO NOT REQUIRED
☐ LOWEST RESPONSIBLE QUOTE # or BID # ____________________ (QUOTE < $25,000, BID ≥ $25,000; attach tabulation)
☐ RENEWAL, Enter Bid # ____________________ ☐ Intergovernmental Agreement
☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach sole source justification form)
☒ PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 ☐ Public Utility
☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

DECISION MEMO REQUIRED
☐ Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
☐ EXPLANATION OF REQUEST FOR PROPOSAL RFP # ____________________ (include evaluation summary if applicable)
☐ RENEWAL OF RFP #
☐ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
☐ OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
☐ REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
☐ OTHER THAN LOWEST RESPONSIBLE, BID #

PREPARED BY AND APPROVAL(S) (Initials Only)

Name: 8-21-18  8-21-18
Prepared By  Date  Recommended for Approval  Date  IT Approval, if required  Date

REVIEWED BY (Initials Only)

Name: 8/27/18  8-27-18
Buyer  Date  Procurement Officer  Date
Name: 8-28-18  8-28-18
Chief Financial Officer  Date  Chairman's Office  Date

(Decision Memos Over $25,000)
Contact Information

Contact Name: Bob Liljegren
Organization: DuPage County (IL)
Address: 421 N County Farm Rd
          Wheaton, IL
          60187

Prepared By
Name: Marianne Haslam
Phone: (801) 523-2751
Email: marianne@cityworks.com

Product Lines

<table>
<thead>
<tr>
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<th>Quantity</th>
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<tbody>
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<td>$728</td>
</tr>
<tr>
<td>AMS License</td>
<td>18</td>
<td>$13,093</td>
</tr>
</tbody>
</table>

TOTAL: $13,820.00

Maintenance Start Date: 10/1/2018  Maintenance End Date: 9/30/2019

Quote Notes:

Terms and Conditions

All quotations are valid for ninety-days (90) from the date above, unless otherwise stated in this quotation form. All prices quoted are in USD, unless specifically provided otherwise, above. These prices and terms are valid only for items purchased for use and delivery within the United States.

Unless otherwise referenced, this quotation is for the Cityworks software products referenced above only. Pricing for implementation services (installation, configuration, training, etc.), or other software applications is provided separately and upon request.

The procurement, installation and administration of the Esri software utilized in conjunction with Cityworks will be the responsibility of the customer.

The procurement, installation and administration of the RDBMS utilized in conjunction with Cityworks will be the responsibility of the customer. Currently, Cityworks supports Oracle and SQL Server. The procurement, installation and administration of the infrastructure (hardware and networking) utilized in conjunction with Cityworks will be the responsibility of the customer.

This quotation information is confidential and proprietary and may not be copied or released other than for the express purpose of the current system selection and purchase. This information may not be given to outside parties or used for any other purpose without written consent from Azteca Systems, LLC.

Software Licensing

All Azteca Systems software offered in this quotation are commercial off-the-shelf (COTS) software developed at private expense, and is subject to the terms and conditions of the “Cityworks Software License Agreement” and any and all addendums or amendments.
thereto. A fully executed copy of the Software License Agreement and any addendum(s) is required before delivery and installation and usage of the software is subject to the terms of the current license agreement.

Delivery method is by way of download through Azteca Systems, LLC. customer support web portal.

Payment Terms
Net thirty (30) days.

Taxes
Prices quoted do not include any applicable state, sales, local, or use taxes unless so stated. In preparing your budget and/or Purchase Order, please allow for any applicable taxes, including, sales, state, local or use taxes as necessary. Azteca Systems reserves the right to collect any applicable sales, use or other taxes tax assessed by or as required by law. Azteca Systems reserves the right to add any applicable tax to the invoice, unless proof with the order is shown that your organization or entity is tax exempt or if it pays any applicable tax directly.

International Customers
These items are controlled by the U.S. government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.

AZTECA SYSTEMS, LLC. COPYRIGHT 1995 - 2018

Azteca Systems LLC 11075 | South State Street Suite 24, Sandy, UT 84070 | Corporate Main 801-523-2751 | Corporate Fax 801-523-3734
# Purchase Requisition

## Procurement Services Division

**Date:** Aug 20, 2018

**MinuteTraq (IQM2) ID #:** 13328

**Department Req #:** 18213

**RFP, Bid or Quote #:**

**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor:</th>
<th>vendor #:</th>
<th>Dept:</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Azteca Systems, LLC</td>
<td></td>
<td>DuPage County Public Works</td>
<td></td>
</tr>
</tbody>
</table>

**Attn:** Marianne Haslam  
**Email:** Marianne@cityworks.com

**Address:** 11075 South State Street #24  
**City:** Sandy  
**State:** UT  
**Zip:** 84070  
**Phone:** 801-532-2751  
**Fax:** 801-532-3734

**Send Invoices To:**

<table>
<thead>
<tr>
<th>Dept:</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>Accounts Payable</td>
</tr>
</tbody>
</table>

**Attn:** Accounts Payable  
**Email:** pwaccountspayable@dupageco.org

**Address:** 7900 S. Route 53  
**City:** Woodridge  
**State:** IL  
**Zip:** 60517  
**Phone:** 630-985-7400  
**Fax:** 630-985-4802

**Send Payments To:**

<table>
<thead>
<tr>
<th>Dept:</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAME</td>
<td>SAME</td>
</tr>
</tbody>
</table>

**Attn:**  
**Email:**

**Address:**

**Send Payments To:**

<table>
<thead>
<tr>
<th>Dept:</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAME</td>
<td>SAME</td>
</tr>
</tbody>
</table>

**Attn:**  
**Email:**

**Address:**

**Payment Terms:**

<table>
<thead>
<tr>
<th>F.O.B.</th>
<th>PO 20 Delivery Date</th>
<th>Requisition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Amy Arlowe/Sandra Martinez</td>
</tr>
</tbody>
</table>

**PER 50 ILCS 505/1**

**Destination**

**Use for**

- **PO20 only**
  - Contract Administrator: Amy Arlowe/Sandra Martinez  
  - Contract Start Date: Oct 1, 2018  
  - Contract End Date: Sep 30, 2019

**LN** | **Qty** | **UOM** | **Item Detail (Product #)** | **Description** | **FY** | **Dept #** | **Acctg Unit** | **Acct #** | **Sub-Accts and/or Activity #** | **Unit Price** | **Extension** |
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td></td>
<td>Cityworks annual update and support software fee for the period 10/1/18 through 9/30/19</td>
<td>2000</td>
<td>2665</td>
<td>53807</td>
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<td></td>
<td>4,606.67</td>
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<td>53807</td>
<td></td>
<td></td>
<td>4,606.66</td>
<td>4,606.66</td>
</tr>
</tbody>
</table>

**Requisition Total** $13,820.00

**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order):

**Special Instructions/Comments to Buyer or Approver** (these comments will NOT appear on the Purchase Order):

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):
## Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Azteca Systems, LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone:</td>
<td>801-523-2351</td>
</tr>
<tr>
<td>Company Contact:</td>
<td>Pete Hristou</td>
</tr>
<tr>
<td>Contact Email:</td>
<td><a href="mailto:phristou@cityworks.com">phristou@cityworks.com</a></td>
</tr>
</tbody>
</table>

### Date: 8-20-18

### Bid/Contract/PO #: Q-04391-1

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change order to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwritten counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

### NONE (check here) - If no contributions have been made

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
</table>

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

### NONE (check here) - If no contacts have been made

<table>
<thead>
<tr>
<th>Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

**Continuing disclosure is required, and I agree to update this disclosure form as follows: If information changes, within five (5) days of change, or prior to county action, whichever is sooner.**

30 days prior to the optional renewal of any contract. Annual disclosure for multi-year contracts on the anniversary of said contract. With any request for change order except those issued by the county for administrative adjustments.

The full text for the county's ethics and procurement policies and ordinances are available at: http://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge that I have received, have read, and understand these requirements.

**Signature on File**

**Printed Name**

**CFO**

**Date**

8-20-18

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)